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# THE DEBATER,

Chairman's Assistant,

AND

RULES OF ORDER.

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NEW YORK:  
DICK & FITZGERALD,  
NEW YORK.



# THE DEBATER,

## CHAIRMAN'S ASSISTANT

AND

### RULES OF ORDER.

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A MANUAL FOR INSTRUCTION AND REFERENCE IN ALL MATTERS  
PERTAINING TO THE MANAGEMENT OF PUBLIC MEETINGS,  
ACCORDING TO PARLIAMENTARY USAGES.

IT EMBRACES

<i>How to Form and Conduc Societies, &amp;c.;</i>	<i>Complete Rules of Order and moaes of pro- cedure ;</i>	
<i>Forms of Constitutions ;</i>		
<i>Powers and Duties of Officers, with official Forms for their reports and guidance ;</i>		<i>And Points of Order, arranged in tabular form, for instant information on all doubt- ful cases that may arise.</i>
<i>Resolutions and other Written Business ;</i>		

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NEW YORK:

DICK & FITZGERALD, PUBLISHERS.

A. 148504

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## P R E F A C E .

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THE want of a work which should indicate the correct mode of proceeding in business of a public nature, has been long felt. Several manuals of order, based upon the rules of Parliament or our own Congress, have been published, and these had merit in either a greater or lesser degree ; but they did not go far enough. Many intelligent persons, fully competent to transact ordinary business in an effective manner, feel highly embarrassed when called on to take part in a public meeting, prepare petitions, resolutions, and similar semi-official documents, draw up a constitution for a society, or express their views on some public occasion. Their embarrassment arises principally from the want of preliminary knowledge in regard to such things. It struck the compiler, therefore, that a manual which should give the rudiments of the required knowledge in a clear way, with directions how to apply the rules practically—would be secure of a general and steady sale.

On referring to the work, it will be seen that we essay to teach less by example, than by an explanation of the

mode in which a thing should be properly done ; although we give sufficient examples for imitation. Commencing with the simplest political gathering, we pass on to bodies of a legislative cast ; and directly or incidentally touch on every thing which an American, anxious to participate in the public duties of a citizen, can know from mere precept. Part, however, of the dexterity and ease required of the man engaged in public business must come from practice. This work will not, of itself, make the reader a thorough debater, or an unsurpassed manager in a public convocation. But, having the knowledge the volume imparts, added to common sense and a fair capacity, the reader needs only to engage in public business of any kind, to soon become proficient.

This manual is collated and condensed from the "Finger-Post to Public Business." It not only contains all that is essential to instruct the uninitiated in the formulæ of public business generally, but also furnishes a work of ready reference for promptly deciding all the doubtful questions and points that continually present themselves, often causing momentary embarrassment even to the skillful debater. The decisions and modes of procedure have all been revised and amended to conform with the usages of the present time.

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# THE DEBATER

AND

# CHAIRMAN'S ASSISTANT.

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## PART I.

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### MODE OF PUBLIC BUSINESS.

THE business of a public nature likely to be engaged in partially, by those unacquainted with its rules, consists of organized associations, public meetings, public celebrations, and conventions. We shall commence with the most common of these, first.

#### I. Of Public Meetings.

A public meeting is the assemblage of a portion of the people, more for the expression of opinion upon matters of local or general concern, than for deliberation. The proceedings, therefore, are but few and simple; yet, to preserve order during its session, and to give effect to its action, the meeting has to be guided by defined rules from the time of its projection to the moment of its close.

Political meetings are the most common, and therefore we will choose one of these for an example.

James Clinton resides in the town of Blandon, and desires, just previous to an election, that a Democratic

meeting shall be held in his village. He, therefore, consults with Thomas Mayor, Francis Baldwin, and John Smith, whom he knows to belong to the same party with himself, and who have a certain prominence in the town. They agree upon a day and place. The next business is to give notice of the meeting, that all those who favor its purposes may attend. This is to be done by posting in public places, written or printed placards containing something like the following :

### DEMOCRATIC MEETING!

The citizens of Blandon, in favor of the policy of the Democratic party, are requested to meet on Saturday Evening, September 9th, at the house of John Pigeon, Main Street, at 7 o'clock, to take such measures as are deemed advisable to promote the success of the party in the coming election.

This notice is also published in the county newspaper, should there be one.

In the mean while, the proposers of the affair, either after a caucus, or individually, obtain the consent of some speaker, say a Mr. Andrew Butler, to be present and give his views on public topics. In that case, the advertisement closes with an announcement like this :

“ Andrew Butler, Esq., has accepted an invitation to address the meeting.”

The projectors meanwhile meet in caucus together, and agree upon officers. They select for chairman, Mr. John Brown, an old resident and a man of standing, and Mr. John Thompson, to act as secretary, and these gentlemen consent to take the positions assigned them.

When the evening comes, and the meeting has assembled, no business is begun until half an hour after the hour named. This interval is called "thirty minutes grace," and is always allowed, through custom, for the difference in watches.

At 7½ o'clock, Mr. James Clinton steps forward and says :

"The meeting will please come to order."

Every one hereupon suspends conversation, and, so soon as all is quiet, Mr. Clinton continues :

"I move that Mr. John Brown act as President of this meeting."

Mr. Thomas Mayor says :

"I second the motion."

Then Mr. Clinton puts the question thus :

"It has been moved and seconded that Mr. John Brown act as President of this meeting. So many as are in favor of the motion will signify their assent by saying 'aye!'"

As soon as those in the affirmative have voted, he will say :

"Those who are opposed, will say 'no!'"

If there are more ayes than noes, as there will be, unless Mr. Brown be very unpopular indeed, he will say :

"The ayes have it. The motion is carried. Mr. Brown will take the chair."

If, on the contrary, the noes prevail he will say :

"The noes have it. The motion is lost."

Thereupon he will nominate some other, or put the question upon other nominations.

So soon as a chairman is chosen, he will take his place. Mr. Francis Baldwin then says :

‘I move that Mr. John Thompson act as secretary of this meeting.’”

This motion is seconded, and the chairman puts the question and declares the result.

The form of putting the question on the chairman, may be simplified thus :

“Mr. John Brown has been nominated as president of this meeting. Those in favor, will say ‘aye!’—Contrary opinion, ‘no!’”

The meeting is now organized. The chairman will direct the secretary to read the call. When that has been done, he will say :

“You have heard the call under which we have assembled ; what is your further pleasure ?”

Hereupon, Mr. John Smith says :

“I move that a committee of three be appointed to draft resolutions expressive of the sense of this meeting.”

This is seconded.

The chairman then says :

“Gentlemen, you have heard the motion ; are you ready for the question ?”

If any one desires to speak against the resolution, he arises and says :

“Mr. Chairman !”

The chairman turns toward the speaker, and listens to him, and so to each in succession. When they are all done, or in case no one responds to the call, he puts the question in the customary form previously given, and declares the result.

The resolution being adopted, the chairman says :

“How shall that committee be appointed ?”

If there be no reply, or a reply of “chair,” the chairman names the mover of the resolution and two others

as a committee. The committee withdraws to prepare the resolutions, or to examine those previously prepared for the purpose.

During the absence of the committee is a proper time for the speaker or speakers to address the meeting. When the speeches are over, the chairman of the committee comes forward and says :

“Mr. Chairman, the committee begs leave to report the following resolutions :”

He then reads the resolutions, and hands them to the secretary.

The chairman now says :

“You have heard the report of the committee; what order do you take on it?”

Some one now moves that the report be accepted, and the resolutions be adopted. To save time, the chairman will put the question solely on the adoption of the resolutions. If no objection is made, and no amendment offered, he will put the question, and declare the result.

As a general thing, a committee may be avoided, as a useless formality, and the resolutions be offered by one of the projectors of the meeting.

So soon as the resolutions are adopted, and the speeches are over, the chairman should ask :

“What is the further pleasure of this meeting?”

If there be no further business, some one moves an adjournment. The chairman does not ask if the meeting be ready for the question, since an adjournment is not debatable, but puts the question direct. If carried, he says :

“This meeting stands adjourned without day.”

If the meeting thinks proper to adjourn to meet at another time, the time is fixed by a previous resolution,

and then, when it adjourns, the chairman declares it adjourned to the time fixed upon.

It will be seen that the foregoing form, by varying the call, and changing the business to suit, will answer for any other political party, or for any other purpose.

When a public meeting is called by any executive or other committee, the name of the chairman of that committee should be appended to the call, and the committee itself should prepare business for the action of the meeting, as much as possible.

The duty of the secretary of a public meeting is nearly nominal, unless it is desired to publish an account of its proceedings. In the latter case, the record of the foregoing meeting, which is a form for any other meeting, varied, under the circumstances of the case, would read thus :

“ At a meeting of the Democratic citizens of Blandon, held pursuant to public notice, on Saturday evening, September 9th, at 7 o clock, at the house of James Pidgeon, Mr. John Brown was called to the chair, and Mr. John Thompson appointed secretary.

“ On motion of Mr. John Smith, a committee of three, consisting of Messrs. John Smith, Henry Magraw, and Caspar Evans, was appointed to draft resolutions expressive of the sense of the meeting.

“ During the absence of the committee, the meeting was effectively addressed by Andrew Butler, Esq.

“ The committee, through its chairman, reported the following resolutions, which were unanimously adopted :

[ *Here the secretary inserts the resolutions.* ]

“ On motion, the meeting adjourned.”

The great point for the officers and actors in a public meeting, as in the meetings of deliberative bodies, is to

combine dispatch of business with correct form, and to preserve harmony and good order. It is allowable in the president, on taking the chair, to make a short address upon the purpose which calls the meeting together, but he should never mingle in the debate, or make observations on the matter before the meeting, except to explain something, or give his reasons in deciding on a point of order. Other remarks about his conduct may be gleaned from that part of this work which treats upon the duties of presiding officers.

## II. Of Organizing Associations.

When it is deemed advisable to form a society, club, or other association, for any specific purpose, those who agree in regard to its formation may meet upon private notice or public call. If it be intended to make it select, or to have it composed mainly of those well acquainted with each other, then a private arrangement is the best ; and the meeting had better be at the house of one or other of the parties concerned. If it be desirable to obtain persons out of reach of the projectors, or if the purpose be one of general interest, then a public call will be necessary ; to be given either by written or printed handbills, or advertisement in a newspaper, or both. The mode of organizing the meeting is similar to that of any other, and the reader will see the way to proceed, under the head of "Public Meetings."

So soon as the meeting has been organized, and the chairman announces that it is ready to proceed to business, some one of the originators, previously agreed upon, should rise, and advocate the formation of the club or society required for the purpose set forth in the call,

and end by moving the appointment of a committee to draft a constitution and by-laws. This committee should be instructed to report at the next meeting. A convenient time of adjournment is then fixed on, and if there be no further business, the meeting adjourns.

During the interval between the two meetings, the friends of the proposed society cause the matter to be discussed as much as possible, in order to obtain more members, and a larger attendance.

When the time for the second meeting arrives, the same officers continue, without any new motion. If either be absent, his place is supplied, on motion, by some other. The Committee on the Constitution and By-laws report. If the constitution is not acceptable, those present suggest amendments. So soon as it has taken the required shape, it is adopted, and signed by those present. The by-laws are treated in the same way.

The society is now formed, but not fully organized. The officers provided for by the constitution have now to be elected. This may be done at that meeting, or the society may be adjourned over for that purpose. So soon as it has been done, the chairman of the meeting gives way to the newly-elected president, or, in his absence, to a vice-president; the secretary of the meeting vacates his seat, which is taken by the newly-elected secretary or secretaries, and thus the organization of the new body is complete.

### III. Of Public Celebrations.

Our festival days are not many. Formerly it was customary to celebrate Washington's birthday. The anniversary of the Battle of New Orleans was, until a

few years, made an occasion of rejoicing by the members of a political party. These have been neglected of late; and now the anniversary of the Declaration of Independence alone remains. It is to be hoped that the Fourth of July will not be forgotten.

These public celebrations may be made by some public society, or by the citizens at large. If by the latter, a meeting is generally called, subject to the customary rules, and a committee of arrangements appointed, who take charge of the business. A society appoints a like committee.

The committee of arrangements meet, and appoint a chairman and secretary. As soon as this is done, the mode of celebration is determined upon. In the case of the Fourth of July, some fit person is generally invited to deliver an oration, and another to read the Declaration of Independence. A subcommittee is appointed to secure a proper room, unless the celebration takes place in the open air, when the committee has in charge the erection of a stand.

The proper subcommittees are :

1. On correspondence. The duty of this committee is to invite such distinguished guests as are desirable.

2. On orator. This committee invites the orator selected.

3. On place. This committee attends to hiring a room and fitting it up, or, if it be an out-of-door celebration, see to the erection of a stand for the officers and speaker, and seats for the auditors.

4. On printing. This committee attends to the necessary advertising and printing.

All these report their action to the main committee as it adjourns from time to time.

The day having arrived, at the hour named, the officers and speakers being ready, and the audience assembled, the chairman of the committee of arrangements calls the meeting to order, nominates the president of the day, and puts the question on his acceptance. The latter now takes his seat, and the other officers are appointed. So soon as this is done, a clergyman, if there be one named for the purpose, delivers a short prayer. The chairman of the day next announces by name the reader of the Declaration, and says :

“ Mr. [naming him] will read the Declaration of Independence.”

The Declaration being read, the chairman says :

“ Mr. [naming him], the orator of the day.”

The orator now comes forward, and delivers his oration, at the close of which, the exercises are determined, and after a benediction, if a clergyman be present, the meeting adjourns without any formal motion.

If a band of music can be had, it is always engaged on such an occasion, and plays national and patriotic airs previous to the taking the chair, at the close of the proceedings, and at the various intervals.

The public celebration of their own anniversaries by public societies, if done by orations, follows the same form, or similar.

#### IV. Of Public Dinners.

We are not, like the English, “ a feeding people,” but still we engage in public dinners at times. These may be either anniversary, as in the case of the Fourth of July, or society dinners ; political, such as barbecues ; or select, as in the case of honors paid to some distin-

guished individual. There is very little difference in the etiquette to be observed in the first or last.

The barbecue requires but little arrangement, and the order—or rather genial lack of it, is simple. A barbecue is among dinners what a picnic is among parties. The nearer you get it to an impromptu affair, the more successful it will be.

The etymology of the word *barbecue* is obscure. The requisites are an abundance of bread and meat, means to cook the latter in the open air, a goodly number of guests, and able speakers to address them after they have gratified their appetites.

The set dinner, on the contrary, to ensure its success, should be conducted according to strict form.

The preliminaries are similar to those of any public celebration—a meeting, and the appointment of a committee of arrangement being necessary.

When the dinner is to be given to a particular person, the proceedings are prefaced by a formal invitation, which should be subscribed as numerous as possible. If the party invited should accept, he either fixes the day, or leaves that at the option of those who invite him. In the latter case, they see him personally, and fix a time which best suits his convenience.

These public dinners are usually by ticket, for which a fixed price is charged, except to invited guests.

If the occasion be of importance, or the person honored be much known, letters of invitation are dispatched to distinguished men in other places. It is not expected that many, if any, of these will accept, but their replies are read at the close of the entertainment, or published with the account of the proceedings.

At the hour for the dinner the guests enter the room

and proceed to their places. If there be more than one table, the president seats himself at the head of the principal one, and a vice-president at the foot. A vice-president is assigned to the head of each of the other tables. The guest of the day is seated at the right hand of the president, the other invited guests in the vicinity. If possible, the table should be arranged in T shape, and the officers and others thus disposed.

The company should stand by their chairs, with their eyes fixed upon the president. As soon as he is seated, they take their seats. Then the principal guest of the day is escorted to his place. As he enters the room, the president rises, and the company follows his example. So soon as the guest of the day is in his chair, the rest resume their seats. At a signal from the president, the dinner is served.

When the cloth has been removed, the president proceeds to read the regular or formal toasts. At dinners on the Fourth of July, or anniversaries connected with public matters, the number of regular toasts are thirteen, commemorative of the original number of States. It is not necessary to have so many on ordinary occasions. But there are certain toasts, given in certain order, which are never to be omitted. The first toast is to the day celebrated, if it be a particular day. If not, what would be the second toast, "The President of the United States," becomes the first. This toast is always to be received with applause, even if the party dining be politically opposed to him, because the toast is to the office, and not the man. The next in order is to the Governor of the State; and the next is to the invited guest, if there be one. The last toast is always given to the opposite sex.



After the president has read the toasts, the vice-president, at the other end of the table, who should be furnished with a copy, also reads aloud. The guests, as they are about to drink it, repeat it, or part of it, aloud.

If the guest be toasted, it being personal, every one rises and drinks standing, following their drinking by applause. If, however, the personal toast be to any who are dead, although all rise, they drink the toast and resume their seats in perfect silence.

The guest of the evening having been toasted, is expected to reply, which he does, so soon as the party has seated itself, after it has drunk the toast. As he rises, the president does the same, mentions his name, and resumes his own seat, until the guest has closed.

The regular toasts being through, volunteer ones are in order.

If it be desired that any one should speak, the usual course is to propose a toast in his honor. After this has been done, it is expected that he will rise, return thanks, and make such proper remarks as will please the company.

If, after the cloth has been removed, a song be desired from any one, his name is called out—Mr. (naming him,) for a song. The president then repeats: “Mr. —, is called upon for a song.” If the party is in voice at all, his best plan is to rise and sing at once; if not, he will rise, excuse himself, and offer a sentiment, or tell a story.

Towards the close of the entertainment, the president will leave his seat, and call a vice-president, or some other gentleman, to it; and the company will keep the fun going as long as they think proper.

When the principal guest leaves, the company will rise, and remain standing until he has left the room.

As the president is responsible for good order and decorum, it is the duty of the company to be attentive to his directions, and to refrain from such conduct as he may deem unseemly. It is naturally to be presumed that only a man of sense will be placed in such a position; and the more strict the obedience and respect paid to him, in his official capacity, the more credit the company confers on itself.

Sometimes one of the company wishes to drink with another. In that case, he sends a waiter to the person, who informs him that the other desires the pleasure of a glass of wine with him. The parties look to each other, and, raising their glasses to their lips, either take a sip, or drink it, as each thinks proper.

Sometimes there are boorish individuals on these occasions, who make clamorous demands for certain dishes, bawl loudly to the waiter, indulge in loud words or loud laughter, or otherwise make themselves painfully conspicuous. Such conduct exposes them to contempt, and tends to mar the enjoyment of all around them.

Formerly, at these public dinners, men drank to excess. To do this now is considered ill-bred. Indeed, no guest need drink at all unless he chooses. He should keep a glass of wine before him, and raise it to his lips at every toast; but, if he should not choose to drink, good manners requires that no one should note his abstinence.

## V. Of Picnics.

These gipsying parties, if properly managed, are very pleasant. The less form there is about them, the more agreeable they are.

A picnic should be nearly impromptu, got up on the spur of the moment. If too long planned, they are

rarely successful. Get a few people together on Monday night, and propose your picnic for Wednesday. Fix your place of rendezvous, but not your place of ultimate destination. Leave that to some one person in whose judgment you have confidence, and remain in blissful ignorance until you get to the place he has chosen.

In a picnic, every one contributes his share to the eating and drinking, and brings it with him. But there should be some plan, otherwise, the memorable case where each man brought a cold boiled leg of mutton, might be repeated. Let one family provide meats, another pies, another cakes, another light wines, another bread, pickles, etc. If there are more than four, let two or three bring meats, and so on. The families are always expected to bring the eatables; the young men attend to the conveyance, and matters of that kind. A good rule is, that every one pays his own expenses, where there is money to be laid out, exclusive of food.

When the place is reached, each couple, or each family goes by itself, or forms part of other groups, as suits the whim of the moment. A total absence of all form and ceremony, except that provided by the ordinary rules of good breeding, is advisable.

The only restraint necessary is that each one should be bound to be at a point of rendezvous at a certain hour, that all may return together, as they came; or, if they had different modes of conveyance, may depart for home about the same time.

As the occasion is one of unrestrained enjoyment, the strict proprieties observed by strangers are avoided. All act nearly as though they were of the same family. If any very reserved person should happen to be in the party, it may be well, however, to remember the remark

of a learned and pious bishop. He was enjoying himself with some friends, and they were all laughing at some jest, when the servant announced a certain pompous dean. "Put on a wise face, boys," said the prelate, "for here is a fool coming!" If there be no fools, however, among your party, enjoy yourselves in any innocent way, without stint. Like the bridegroom, who was asked during the marriage ceremony, if he took that woman to wife, you "came there on purpose."

## VI. Of Conventions.

A convention is an assemblage of delegates, for the purpose of carrying out the views of constituents, and is gifted with powers over that of an ordinary meeting. It is the legislature of a party; and, consequently, is governed by the same rules of action, or very nearly, as any other legislative body. The strictest application of rules is necessary, in order to preserve decorum during its discussions, and dignity in its action.

A convention may be called, either by some committee gifted with the power, or by invitation of the leading friends of a particular cause or measure. The call should contain some general directions as to the mode of electing delegates.

The night before the meeting of the convention, it is usual for the friends of particular men or measures, among its delegates, to hold a caucus, in order to devise the plan of action necessary to secure the success of the man, or measures, they prefer. Here they discuss acts and views with a freedom which cannot be permitted in open convention, and agree upon their common ground on the following day. Part of their proceedings will

leak out, in spite of all precaution; but care should be taken to admit none but those who are friendly, in order that as much secrecy may be attained, as the nature of the case will admit.

There are always two sets of officers in a convention—temporary and permanent. The first is merely for the purpose of conducting the business preparatory to organization. The possession of the permanent president, is often a matter of great importance when there are two parties in a convention. If the temporary president appoints the committee which is to nominate permanent officers, it may be important to gain him. In that case there is a struggle who shall nominate first, and sometimes there are several nominations for temporary chairman. To avoid this indecent competition, it is usual to give the delegation from each county, district, or township, the right to name one member of the committee on permanent organization. Until the permanent officers have been chosen, and have taken their seats, none but preliminary business is to be transacted.

The whole machinery of a convention is much like that of one of the houses of legislature. But a convention for a political or social purpose, never formally goes into committee of the whole. When there is an interval, and the main body is waiting for the report of a committee, or after the business is done, and previous to adjournment, it is customary to call on various prominent men to address the convention, which thus goes into quasi-committee, without the formality of a motion.

Frequently, the permanent chairman of a convention is chosen, on account of his wealth or position; but the custom is a bad one. A convention is essentially a business convocation; the time of its members is more or

less valuable; and no chairman should be installed unless he is familiar with the duties of his position, and capable of conducting affairs with promptness, dignity, and force.

It is a custom to give the thanks of the convention to its officers, just previous to adjournment. In that case, the member who makes the motion, puts, himself, the question upon its adoption, and declares the result.

## P A R T I I.

## FORMS OF CONSTITUTIONS.

A CONSTITUTION is the formal written agreement making the fundamental law which binds the parties who associate. In the preparation of this, useless words should be avoided. Most of these documents are a mass of verbiage. It is not uncommon to insert articles imposing on the president the duty of presiding; on the vice-president, that of supplying his place; on the secretary, of recording the proceedings, and so on, as though the very names of the officers did not express their functions. In the following forms, which, either as they stand or by careful adaptation, will be found to hit almost any case, all this is avoided.

The constitution, after having been adopted, should be engrossed in a blank book, and signed by the members. Amendments or alterations should be entered in the same book, with the date of their adoption, in the shape of a copy from the minutes; and a side-note inserted in the margin of the constitution, opposite the article amended, showing on what page the amendment may be found.

## I. Lyceums or Institutes.

**PREAMBLE.**—Whereas, experience has shown that knowledge can be more readily acquired by combination of effort than singly, we, whose names are hereunto annexed, have agreed to form an association to be known as [*here insert title*], and for its better government, do hereby establish the following constitution :

**ARTICLE I.**—The name, style, and title of this association shall be [*here insert name*], and its objects shall be the increase and diffusion of knowledge among its members.

**ARTICLE II.**—1. The officers of this association shall consist of a president, two vice-presidents, a corresponding secretary, a recording secretary, a treasurer, a librarian, and a curator, who shall be elected annually on [*here insert time of election and mode, whether by open voice or by ballot*].

2. The said officers shall hold their offices until their successors shall have been elected ; and their powers and duties shall be similar to those of like officers in like associations.

**ARTICLE III.**—There shall be appointed by the president, immediately after his election, by and with the consent of the association, the following standing committees, to consist of five members each, namely: on finance, library, museum, lectures, and printing, who shall perform such duties and take charge of such business as may be assigned to them by vote of the association.

**ARTICLE IV.**—1. Any person residing within [*here state limits*], who is above the age of twenty-one years,

may become a resident member of this association, by consent of a majority of the members present at any stated meeting succeeding the one at which his name shall have been proposed ; any person residing without the limits aforesaid may be chosen, in like manner, a corresponding member ; and any person who is eminent in science or literature, may be elected an honorary member.

2. Each and every resident member, upon his election, shall sign this constitution, and pay over to the recording secretary the sum of [*here insert the sum*], and shall pay the like sum annually in advance ; but no dues or contributions shall be demanded of corresponding or honorary members.

ARTICLE V —1. This association shall be divided into the following sections, namely: 1. Natural Science; 2. Arts; 3. History; 4. Agriculture and Horticulture; 5. Mental and Moral Philosophy. 6. General Literature; to each of which sections shall be referred all papers or business appropriate to its department; and to one or more of these sections each member, immediately after his election, shall attach himself.

2. Each section shall report, from time to time, upon the business intrusted to it, as this association shall direct.

ARTICLE VI.—This association shall meet monthly, [*here insert time*], and at such other times as it may be called upon by the president, upon the written request of six members, of each of which meetings due notice shall be given, and at each and all of these meetings, six members shall constitute a quorum for the transaction of business.

ARTICLE VII.—The rules of order embraced in “THE

DEBATER AND CHAIRMAN'S ASSISTANT, published by Dick & Fitzgerald, in the city of New York, shall govern the deliberations of this association so far as the same may apply; and the order of business therein laid down shall be followed, unless suspended or transposed by a two-thirds vote.

ARTICLE VIII.—Any member who shall be guilty of any public, felonious offence against the law, or who shall persevere in a course of conduct degrading of itself or calculated to bring this association into odium, may be expelled by a two-thirds vote of the members present at any stated meeting; and any member who shall neglect or refuse to pay his dues for more than one year, shall thereby cease to be a member of this association; but no member shall be expelled until due notice shall have been given him of the charges brought against him, and until he shall have had the opportunity of being confronted with his accusers, and of being heard in his own defence.

ARTICLE IX.—This constitution may be altered, amended, or abrogated, at any stated meeting, by a vote of two-thirds of the members present; *provided*, that written notice of said alteration, amendment, or abrogation, shall have been given at a previous stated meeting.

## II. Village Fire Companies.

ARTICLE I.—The name, style, and title of this association shall be “The [ *here insert distinctive name* ] Fire Company,” and its object shall be the preservation of property from the ravages of fire.

ARTICLE II.—The officers of this company shall consist of a foreman, assistant foreman, secretary, and

treasurer, who shall be elected annually on the [ *here insert date* ], and shall hold their offices until their successors are duly chosen.

ARTICLE III.—The duty of the foreman, and, in his absence, the assistant foreman, shall be to direct the operations of the company at fires, and to preside at all meetings of the company and the duties of the secretary and treasurer shall be the same as those of similar officers in institutions of like nature.

ARTICLE IV.—Any person residing in the village of [ *here insert name of town* ], or within one mile circuit thereof, may be elected a member of this company, by a majority of the members present at any stated meeting.

ARTICLE V.—Each active member shall pay the sum of ten cents per month to the funds of this company, together with such fines as may be, from time to time, imposed upon him for violations of the next ensuing article.

ARTICLE VI.—1. It shall be the duty of every member to provide himself, on joining this company, with the following articles, that is to say: a glazed water-proof hat, a great-coat and cape, of such pattern and color as may be approved by the company, two leathern water-buckets, bearing the name of the company and the initial letters of his own name, and two canvas bags of an approved pattern, suitable for the conveyance of portable property to a place of safety.

2. The aforesaid bags and buckets shall be hung in some convenient place in the dwelling-house of the member, and shall be kept empty, and in good repair, and be subject at all times to the visit of the Committee of Inspection.

3. Immediately on an alarm of fire having been sounded, it shall be the duty of each and every member to

proceed at once to the engine-house with his bags and buckets, and assist in conveying the engine to the fire, or if the engine have already been started, he shall proceed with his bags and buckets to the place of fire, and in either case, on arriving there, he shall place himself under the charge of the foreman, or other person having charge of operations, and at his direction assist in working the engine, carrying water, or preserving property, and to remain there until the fire be over, and then to assist in conveying the engine to the engine-house.

4. The members shall be divided into sections of three, and numerically arranged, and on each week one of these sections shall have charge of the engine and hose, and shall keep the same in good and serviceable order, and report if the same needs repair; and each member shall join his section at the time assigned.

5. Each member shall be provided with a key to fit the lock of the engine-house, which he shall always keep by day on his person, and by night in a place where it can be instantly obtained; and shall not suffer it to go into the possession of any person not a member of the company.

6. For each and every violation of the foregoing sections, each member shall be fined the sum of twenty-five cents to be paid into the treasury of the company; *provided*, that any member who shall pay the sum of three dollars semi-annually, in advance, to the treasury of the company, shall be exempt from all active duty, and all fines for the neglect thereof.

ARTICLE VII.—A list of the active and other members, and a list of the sections on cleaning, shall be prepared by the secretary, and hung in the engine-house.

ARTICLE VIII.—Any member who shall neglect to

pay his dues or fines for two months after they occur, may be suspended until the same be paid; and if he refuse to pay the same, or engage in any course of conduct calculated to throw odium upon the company, he may, on trial of the fact, after he shall receive one week's notice thereof, be expelled.

ARTICLE IX.—The first member arriving at a fire shall have charge of the engine-pipe, and in case of the non-arrival of the foreman or assistant foreman, shall have direction of the operations at the fire; but shall yield the command to the foreman, or, in his absence, the assistant foreman, on his arrival.

ARTICLE X.—This company shall meet for the purpose of business, on the [ *here insert date* ], or at such times as it may be called together by the foreman, on the written request of four members; and at each of these meetings five members shall constitute a quorum.

ARTICLE XI.—The rules of order embraced in the work entitled "THE YOUNG DEBATER," published by Dick & Fitzgerald, at the city of New York, shall govern the deliberations of this company, so far as the same may apply; and the order of business therein laid down shall be followed, unless suspended or transposed by a two-thirds vote.

ARTICLE XII.—This constitution shall not be altered or amended except the alteration or amendment shall have been proposed in writing at a stated meeting previous to the one when the said alteration or amendment shall be considered.

[ *Where there are water-works in the town, and a sufficiency of water-plugs, all that portion of the constitution relating to buckets, may be stricken out. In that case the following section should be added to Article VI:.* ]

7. The foreman at every fire shall assign a member, or in the absence of such, some suitable and trusty person to every water-plug in use by the company, to turn the water on or off as it may be needed, and to prevent interference with the supply of water for the engine.

### III. Uniformed Militia Company.

PREAMBLE.—In order to acquire a knowledge of the military art, and to perfect ourselves in the drill and discipline of the citizen-soldier, we, the undersigned, hereby form ourselves into a military association, and to more readily promote our object, and for our civil government, as well as to perfect our military organization by rules supplementary and subsidiary to those provided by the State of [ *here insert name of State* ], for the government of the militia, we adopt the following constitution :

ARTICLE I.—The name of this company shall be [ *here insert name* ].

ARTICLE II.—Any citizen between the ages of eighteen and forty five, having been proposed in writing by an active member of the company to the examining committee, and having been approved by the said committee, and by them proposed at a regular meeting of said company, or one specially called for the election of members, shall be balloted for by ball-ballot, and, if he have five-sixths of the balls in his favor, shall be entitled to all the privileges and be subject to all the duties of active membership, on signing this constitution ; *provided*, that, on the proposition of members who are minors, the written consent of parents or guardians shall be appended thereto ; and *provided further* that active mem-

bers may be elected out of the legal limits of age, if the examining committee shall report unanimously in their favor.

ARTICLE III.—1. The commissioned and non-commissioned officers of the company shall be chosen agreeably to the rules and regulations that now, or may hereafter, govern the uniformed militia of the State of [*here insert name of State*]; but the civil officers, consisting of a secretary, armorer, assistant armorer, and treasurer, shall be chosen at the annual meeting on the [*here insert date*].

2. The captain of the company shall be the president thereof, *ex officio*; and in case of his death, absence, resignation, or other disability, the next commissioned officer in rank present shall preside, and the duties of the president shall be the same as a similar officer in like organizations.

3. It shall be the duty of the treasurer to collect all fines, dues, and assessments; to pay all bills, upon the order of the president, which are countersigned by the secretary; to receive, safely keep, and pay over, when properly required, all money of the company; to keep correct accounts of all receipts and expenditures, as well as an account with each member; to report annually the condition of the finances; to allow his books to be open to the inspection of each member; and to give bond, with good and sufficient sureties, if required, in the penal sum of three hundred dollars, for the faithful performance of his duties.

4. It shall be the duty of the secretary, in addition to keeping the minutes of the proceedings of each meeting for the transaction of business, to keep an account of all the military meetings and parades, in an orderly-book,

which shall be brought to each meeting, and be, at all times, open to general inspection; and he shall also keep a muster-roll, which he shall call, thirty minutes after the time named for assembling; and shall note and report, as soon as possible, to the treasurer, all fines and assessments, and those upon whom they are to be levied; and he may employ a person, at a reasonable compensation, to distribute orders or notifications to the members, of special meetings or parades.

5. It shall be the duty of the armorer to provide, at the expense of the company, all ammunition which shall, from time to time, become necessary; to keep the arms, accoutrements, and military apparatus of the company in safety and good order; to keep a record of all the property in his charge, and of its condition, reporting a copy of the same to the annual meeting, keeping it open, meanwhile, for the inspection of the members; and, during the absence or inability of the armorer, the assistant armorer shall take his place.

6. In consideration of the faithful performance of the duties appertaining to their several offices, the secretary, treasurer, and armorer shall be exempt from all dues and assessments, except those made for encampment purposes.

ARTICLE IV.—1. There shall be appointed by the president, at the annual meeting, the following standing committees, namely: on finance, uniform, music, and examination, to consist of three active members each; and of each of these committees the captain shall be a member *ex officio*.

2. The duty of the finance committee shall be to act, when instructed, as a committee of ways and means; to inspect the books and accounts of the treasurer; as

sist him in collecting amounts due to the company; audit his account previous to his annual report; to take charge of his business in case of his absence or inability, and to attend generally to the financial affairs of the company.

3. The duty of the uniform committee shall be to direct the making of the uniforms; to see that they are made in exact conformity to the uniforms adopted by the company; and to keep a correct list of the members, and names of the holders of uniforms and equipments.

4. The duty of the music committee shall be to engage, on the most advantageous terms, the music necessary for the parades and drills of the company; to audit all bills for said music, and to report them to the following meeting of the company.

5. The duty of the examining committee shall be to examine into the personal character and physical condition of all persons proposed as candidates for membership, and report the result of the examination to the company.

ARTICLE V.—Each and every active member, except the secretary, treasurer, and armorer, shall pay to the treasury of the company the sum of [*here insert amount*] per month, and pay, in addition, such sums as shall be necessary for parades and encampments. And each and every member shall be subject to the following fines, namely: for absence from any squad drill, fifteen cents; for absence from company meetings, twenty-five cents; for absence from annual meeting, one dollar; for retiring from meeting without leave, fifty cents; and for retiring from ranks without leave, five dollars; and no fines or assessments shall be commuted or remitted, except for good cause, and by a vote of the company.

ARTICLE VI.—The commissioned officers of the company shall form a Board of Control, with authority to do and perform all acts which it may be necessary to do and perform for the benefit of the company, when, from the nature of the case, it shall be impracticable to call the company together to act; and shall report their action, with the reason therefor, at the next meeting of the company.

ARTICLE VII.—No member shall be admitted to the ranks until he shall be deemed by his drill officer to be sufficiently expert in the school of the soldier; and any member whom the commanding officer shall, at any time, judge to be deficient in military discipline, shall be remanded to a drill officer for further instruction.

ARTICLE VIII.—The secretary shall enter, in an order-book, an exact description of the uniform adopted by this corps, together with such alterations and additions as may, from time to time, be made; and every active member shall provide himself with a complete uniform within thirty days after his admission, which said uniform he shall not permit to be worn by any person not a member of this company, on any occasion; nor shall he wear his uniform in public, except at a parade of the company, or when in actual service of the State, or the United States, without first having obtained the written leave of the commanding officer.

ARTICLE IX.—Any person paying annually the sum of [*here insert amount*] in advance to the company, may be elected a contributing member, by a majority of votes, and is thereby entitled to visit the drills and meetings of the company for instruction or amusement; and if he provide or obtain a proper uniform, and the commanding officer consider him to be sufficiently drilled for the pur-

pose, may join any parade, on payment of the assessment for the parade; but he shall not be subject to other assessments or fines for non-attendance; shall have no vote for officers or on military matters, and shall be eligible for no offices except that of secretary and treasurer.

ARTICLE X.—Any member intending to be absent from [*here name limits*] for more than thirty days, must apply to the commandant for a furlough, and, having obtained it, he shall be exempt from all fines and assessments until his return; and any member neglecting to obtain a furlough shall be liable to all fines and assessments which may be incurred during his absence.

ARTICLE XI.—Any member making written application to the commandant, accompanied by a certificate from the treasurer that he has paid all his debts to the company, may, by a vote of the company, receive an honorable discharge. And if any member shall be guilty of any act discreditable to himself or the corps, he shall be expelled from the company, by a two-thirds vote of those present when the vote is taken. And if any member absent himself for six successive meetings of the company, without forwarding an excuse satisfactory to the commanding officer, the company may, by a majority vote, strike his name from the roll.

ARTICLE XII.—The regular meetings of this company shall be on [*here insert date*], and the hour of each meeting shall be, from the first of September to the first of March, inclusive, at 7½ o'clock in the afternoon; and during the rest of the year, at 8 o'clock; but special meetings may be called by the Board of Control; and additional meetings for drill may be called, if the company so determine,

ARTICLE XIII.—The rules of order embraced in the work entitled “THE YOUNG DEBATER,” published by Dick & Fitzgerald, at New York, shall govern the deliberations of this company in all its business meetings, so far as the same may apply ; and the order of business therein laid down shall be followed, unless suspended or transposed by a two-thirds vote ; but in all committees, whether special or standing, the highest officer shall be chairman ; and if no officer be on that committee, then the first-named person thereon shall act as chairman.

ARTICLE XIV.—Past officers of this company, and officers of the army of the United States, and of the armies of nations at peace with the United States, may be elected honorary members, but no others ; and honorary members shall be exempt from all dues, fines, and assessments whatever.

ARTICLE XV.—To perpetuate the principles which led to the establishment of this corps, and in honor of its founders, the [*here insert date*] shall be celebrated as its anniversary, in such manner as may be directed by a majority of the members of the company.

ARTICLE XVI.—This constitution shall not be altered, amended, or abrogated, except by a vote of two-thirds of the members present at the stated meeting next after that at which said amendment or alteration shall have been proposed in writing.

ARTICLE XVII.—In consideration of the benefits of military drill, which we are to obtain as members of the corps, and the use of the arms and equipments of the company, we, the members of [*here insert title*], do severally promise and agree with the said corps, and the members thereof, to pay all fines, dues, and assessments which may, from time to time, be incurred by us, and to

faithfully abide by the rules and regulations enforced by the foregoing constitution; and we do further agree that the books of the secretary and treasurer, as well as our signatures to the constitution, shall be evidence against us in any suit brought to recover said dues and fines.

#### IV. Agricultural Society

ARTICLE I.—The name of this society shall be “The [*here insert name of county or section*] Agricultural Society;” and its object shall be the improvement of agriculture, and the study of the kindred arts and sciences.

ARTICLE II.—The officers of this society shall consist of a president, two vice-presidents, a corresponding secretary, a recording secretary, a treasurer, and a librarian, who shall be elected annually by ballot, on the [*here insert date of election*], who shall hold their several offices until their successors shall have been chosen, and who shall have like powers, and perform like duties, with like officers in similar organizations.

ARTICLE III.—There shall be appointed by the president, immediately after his election, by and with the consent of the society, the following standing committees, to consist of five members each, namely: on finance, library, lectures, exhibition, and printing, who shall perform such duties and take charge of such business as may be assigned to them by vote of the society.

ARTICLE IV.—1. Any person residing within [*here state limits*], who is above the age of twenty-one years, may become a resident member of this society, by consent of the members present at any stated meeting succeeding the one at which his name shall have been proposed; and corresponding members may be elected from

among persons who reside outside of the foregoing limits.

2. Each and every resident member, upon his election, shall sign this constitution, and pay over to the recording secretary the sum of [*here insert amount*], and shall pay the like sum annually thereafter in advance; but no dues or contributions shall be demanded of corresponding members.

ARTICLE V.—This society shall be divided into the following sections, namely: 1. Soils, and their management; 2. cereals and grasses; 3. vegetables; 4. fruit trees; 5. hedges and fences; 6. noxious animals; 7. farm buildings; 8. implements; 9. useful animals; 10. miscellaneous affairs; to whom shall be referred all papers and affairs relating to their several departments, each of whom shall report to this society upon the business intrusted to it, from time to time, as it may be directed; and to one or more of these sections each member, immediately after his election, shall attach himself.

ARTICLE VI.—This society shall meet monthly, on [*here insert time*], and at such times as it may be called together by the president, upon the written request of six members; of each of which meetings six members shall constitute a quorum for the transaction of business.

ARTICLE VII.—The rules of order embraced in the work entitled "THE DEBATER AND CHAIRMAN'S ASSISTANT," published by Dick & Fitzgerald, shall govern the deliberations of this society, so far as the same may apply; and the order of business therein laid down shall be followed, unless otherwise ordered by a two-thirds vote.

ARTICLE VIII.—There shall be established an annual fair, upon the [*here insert date and time*] and under the charge of the committee on exhibition, at which such

things shall be exhibited, in competition and otherwise, and such premiums be paid to exhibitors, and under such regulations as the said committee, by and with the approval and consent of the society, shall determine.

ARTICLE IX.—Any member who shall be guilty of any public felonious offence against the law, or any disgraceful misdemeanor, or who shall persevere in a course of conduct calculated to bring upon this society disrepute, may be expelled by a two-thirds vote of the members present at any stated meeting; and any member who shall neglect or refuse to pay his dues for more than one year, shall thereby cease to be a member of this association; but no member shall be expelled until due notice shall have been given him of the charges brought against him, and until he shall have had the opportunity of being confronted with his accusers, and of being heard in his own defence.

ARTICLE X.—This constitution may be altered or amended, at any stated meeting of the society, by a vote of two-thirds of the members present, provided that written notice of said alteration or amendment shall have been given at a previous stated meeting.

FOR BY-LAWS, see page 50.

## P A R T I I I .

## THE DUTIES OF OFFICERS.

## I. The Presiding Officer.

THE chairman should have made himself fully acquainted with the rules of order and the usages of deliberative bodies. He should be prompt, dignified, and impartial. He should be quick of eye to note any member who rises, and quick of speech to declare him in possession of the floor. He should suffer no member to violate order, without instant rebuke. His voice should be steady, distinct, and clear, so that all may hear readily. When he puts the question, states a point of order, or otherwise addresses the body, he should rise; and when he has finished, resume his seat. His constant attention is necessary, and his eye should never wander from the speaker before him; nor should he, in any way, show a neglect of the business. No matter what disturbance may arise, his coolness and temper must be preserved. If his decision be appealed from, he should show no resentment—an appeal being a matter of privilege—but should put the appeal in the same indifferent manner as though it were an ordinary question. He should always remember that he has been placed there to guide and control the machinery of the moment, and not to give his own views, or display his own

abilities in an organized association. He will sign all orders for the payment of money, ordered by the body.

## II. The Recording Officer.

The secretary or clerk, at the commencement of proceedings, will seat himself at his table; and, at the order of the chairman, will read the minutes of the previous meeting. He must note down the proceedings, and write them out in full, previous to another meeting. He must file all resolutions and other papers before the body, and allow none to go from his custody without due authority. He must read all resolutions and papers, when requested to do so by the chair. He must turn over his records and papers in good order to his successor on leaving his office. He must countersign all orders on the treasurer, which have been signed by the president, as this counter-signature is the evidence that the society has approved the order.

## III. The Treasurer.

The treasurer must enter, in a book to be provided for the purpose, all money received, and all payments made, on account of the body. He must pay out no money except on an order, signed by the president, and countersigned by the secretary. He must retain these orders, as his vouchers. He must turn over his books, in good order, to his successor on leaving his office. He must give bonds in such needful sum as it deems best, if the body require.

## IV. The Librarian.

The librarian will take upon him the charge of the books and manuscripts not pertaining to the duties of other officers. Of these he must keep a catalogue. He

must keep a record of all books borrowed, by whom and when returned; and must only loan them under such regulations as the body see fit to adopt. He must turn over his catalogue and records to his successor on leaving his office.

### V. The Curators.

The curators will take charge of all specimens of nature or art, or otherwise, and all property of the body, not in charge of other officers. This they will have catalogued, and will keep it under such restrictions as may be imposed on them by the main body. They must turn over their catalogue papers and property to their successors on leaving their office.

### VI. The Committee on Correspondence.

The committee will take charge of all correspondence ordered by the body, and if there be no corresponding secretary, will conduct it with all parties, at direction of the body, through its chairman. It will report, from time to time, as directed, and will keep copies of letters sent, and a file of those received, which it will turn over to its successors, on its discharge. If there be a corresponding secretary, he will perform the duties assigned above to the committee of correspondence.

### VII. The Committee on Finance.

The committee on finance will devise the ways and means to obtain the necessary funds for the body, and report thereon from time to time; and will attend to such other duties as may be assigned to them.

## VIII. Other Committees.

Other committees will attend to such business as may be assigned to them by the main body, reporting thereon as may be required.

## On By-Laws.

The old custom of appending a distinct set of By-Laws has fallen into disuse. The main points will be found embodied in the Constitution in the forms given. Any others, or any modifications of the rules necessary may be provided for in the Constitution, or enacted by a majority vote. But, if it be thought necessary, that portion of the Constitution that contains provisions that were formerly so placed, can be made distinct. There are some things that had better be omitted, however, even then. To provide that the President, or in his absence a Vice-President, shall preside, that the Secretary shall record the proceedings, or the Treasurer hold the money, giving each a distinct paragraph, is an absurdity, when their duties have been so settled by law and custom as to be covered by a single sentence. The tendency of the age is to economy of words both in writing and speaking, and to use action instead of speech, when mere speech can be avoided.

## P A R T I V.

## OFFICIAL FORMS.

## I. The President,

ON taking his seat, says :

“The meeting [*or society, or club, or association, as the case may be*] will come to order.”

If there have been a meeting previous :

“The secretary will please to read the minutes.”

After the minutes have been read :

“You have heard the minutes of the previous meeting read. What order do you take on them ?”

When a motion has been made and seconded :

“It has been moved and seconded that [*here state the motion*]. Are you ready for the question ?”

If a member arises to speak, recognize him by naming him by his place, or in any way which will identify him without using his name, if possible.

In putting the question :

“It has been moved and seconded that [*here state the motion*]. So many as are in favor of the motion will signify their assent by saying ‘Aye !’”

When the ayes have voted, say :

“Those of the contrary opinion, ‘No !’”

Or, have the resolution read, and say :

“It has been moved and seconded that the resolution just read be passed. So many as are in favor,” etc.

On a call for the previous question :

“ Shall the main question be now put ? Those in the affirmative will,” etc.

On an appeal, state the decision, and, if you think proper, the reasons therefor, and that it has been appealed from, and then :

“ Shall the decision of the chair stand ? Those in the affirmative,” etc.

Should it be sustained, say :

“ The ayes have it. The decision of the chair stands as the judgment of this meeting” [*or society, etc., as the case may be*].

Should it not be sustained, say :

“ The noes have it. The decision of the chair is reversed.”

In announcing the result of a question, if it be carried, say :

“ The ayes appear to have it—the ayes have it—the motion [*or amendment, as the case may be*] is carried.

If it be lost :

“ The noes appear to have it—the noes have it—the motion is lost.”

If a division be called for :

“ A division is called for. Those in favor of the motion will rise.”

Count them. When counted, announce the number, and say :

“ Those opposed will rise.”

Count them, report the number, and declare the result.

If the yeas and nays be called for, and no objection be made, he states the question, if needed, and says :

“ As the roll is called, members will vote in the affirmative or negative. The secretary will call the roll.”

After the ayes and nays have been determined, the chairman states the number and declares the result.

If no quorum be present at the hour of meeting, after waiting a reasonable time, he says :

“The hour for which this meeting was called having arrived and past, and no quorum being present, what order is to be taken?”

Or, he may simply announce the fact, and wait for a member to move an adjournment.

If during a meeting some member calls for a count, he counts, and announces if a quorum be present or not. If not, he says :

“This meeting is in want of a quorum. What order is to be taken?”

Or he may state the fact only, and wait for a motion to adjourn. But while there is no quorum present, business must be suspended.

After the minutes have been adopted, he says :

“The next business in order is the reports of standing committees.”

If none, or after they have reported, he says :

“The reports of special committees are next in order.”

And so he announces each business in its proper succession.

When the hour for the orders of the day arrives, on call of a member, he says :

“Shall the orders of the day be taken up? So many as are in favor,” etc.

In case of disorder in committee of the whole, which its chairman cannot repress, the presiding officer may say :

“The committee of the whole is dissolved. The society [*or club, or association, as the case may be*] will come to order. Members will take their seats.”

He will then take the chair, instead of the chairman of the committee of the whole.

In taking the question on amendment, he says :

“The question will be on the amendment offered by the member from [*naming his place, or otherwise indicating him*],” and then puts the question.

If on an amendment to an amendment, then :

“The question will be on the amendment to the amendment,” and the rest as before.

If either the amendment or the amendment to the amendment be carried, he will say :

“The question now recurs on the resolution as amended. Are you ready for the question?”

And if no member rises to speak, he will put the question.

On the motion to amend by striking out words from a resolution, he says :

“It is moved to amend by striking out the words [*naming them*]. Shall those words stand?” And then he puts the question.

Objection being made to the reading of a paper, he will say :

“Shall the paper [*naming it*] be read?” and then put the question.

And on an objection being made to the reception of a report, he will say :

“Shall the report of the committee be received?” and after the demand he puts the question.

When in doubt as to which member was up first, he says :

“The chair is in doubt as to which member is entitled to the floor. The society [*or club, or association, as the case may be*] will decide. Was the gentleman from —

[*indicating any one*] first up?" And puts the question. If the body decide against that member, he puts the question on the next, and so through, until the society decides that some one of them has the floor. If but two contend, however, and the society decide against the first named, the decision virtually entitles the other to the floor without further vote.

If a member is out of order, he will say :

"The member [*indicating him*] is out of order." He will make him take his seat, and then state wherein the member is out of order.

If the point of order is raised by a member, he will say :

"The member [*indicating him*] will state his point of order." When this has been done, he decides the point.

On a question of the time of adjournment, he says :

"It has been moved and seconded that when this meeting [*or club, etc., as the case may be*] adjourns, it adjourns to [*naming time and place*]. Are you ready for the question?" And if no one rises to speak, puts the question.

On a question of adjournment, he says :

"It has been moved and seconded, that this meeting [*or club, etc.*] do now adjourn;" and puts the question.

When adjournment is carried, he says :

"This society [*or club, etc.*] stands adjourned to" [*naming time and place*]; or if without any time, he says :

"This society [*or club, etc.*] stands adjourned without day."

## II. The Recording Secretary.

The secretary commences his minutes thus :

"At a stated [*or special, or adjourned stated, or adjourned special, as the case may be*] meeting of [*here in-*

*sert the name of the body*], held on [*here insert the time and place of meeting*], Mr. [*insert chairman's name*] in the chair, and [*here insert secretary's name*] acting as secretary—

“The minutes of the preceding meeting were read and approved.”

If the reading of the minutes was dispensed with, say so, instead of the preceding line.

Then give a statement of what was done, without comments, as succinctly as possible, down to the adjournment.

In countersigning an order for money, or in giving a certified copy of the minutes, or an extract from them, always sign the name on the left-hand corner of each sheet except the last. On the last, the signature on the same corner should be preceded—if an order for money—by the word *teste* or *attest*; and if it be a copy of minutes, by the words “A true copy of the minutes.”

In case of an adjournment for want of a quorum, say:

“At a stated [*or special, etc.*] meeting called at [*name place and time*], no quorum being present, the meeting adjourned.”

In recording the yeas and nays, prepare a list of the members, or have it on hand, and after the name of each have two columns ruled.

Where a member votes “aye,” write it in the first column, or head one column “aye,” and the other “no,” and make a mark in the proper column, opposite the name. Where he votes “no,” write it on the second. Add up, and enter the number at the foot of each column. Indorse the resolution or motion voted upon on the back of the list.

Where a report is made, it is not necessary in the min-

utes to do more than give an abstract of its contents, or a sentence or two indicating its nature. The report should, however, be indorsed with its title, and the date of its report, and filed.

A list of the orders of the day should always be made out previous to every meeting, for the convenience of the presiding officer.

### III. Corresponding Secretary.

In addressing a letter for the body, write the words "Corresponding Secretary," as concluding part of the signature, and retain a copy of the letter sent, with a record of the time it was dispatched, stating whether by mail or private hand.

### IV. The Treasurer.

The form of account of the treasurer is very simple. The following will give an idea of the plan which will answer, in most cases, for an annual statement; but where the accounts are complicated, a regular set of books should be opened, and kept by double entry:

DR. *The Bergen Institute, in account with John Smith, Treasurer.* CR.

1859			1859		
Jan. 15	To Cash paid Japheth Bailey, per order of the President.	\$16 75	Jan. 15	By dues, through Secretary.	\$48 50
April 1	To Cash paid for one quarter's rent of hall.	65 00	Feb. 15	By do	49 50
" 2	To Cash paid for cleaning.	1 50	March 15	" do	46 50
" 9	To stationery.	1 64	" 15	" do	2 50
July 1	To Cash paid for one quarter's rent.	65 00	April 15	" do	48 50
Oct. 1	To Cash paid for one quarter's rent.	65 00	May 15	" do	48 50
" 2	To Cash paid for cleaning.	1 50	June 15	" do	46 00
			July 15	" do	47 00
			Aug. 15	" do	48 00
			Sept. 15	" do	55 00
			Oct. 15	" do	49 00
			Nov. 15	" do	49 00
			Dec. 15	" do	49 00
				" do	
1860					
Jan. 1	To Cash paid for one quarter's rent.	65 00			
"	To balance on hand.	265 61			
		\$547 00			\$547 00

## V. The Librarian.

The catalogue of books and MSS. should be numbered and classified by size. For this matter see title "Libraries and Museums," *post*. Then the record of loans should be made out somewhat in this fashion :

LENDING BOOK—LIBRARY OF [*insert name*].

Book,	No. of Volumes.	Borrower.	Date of Loan	Date of Return.
648—O.	1	George Pearson.	Feb. 19	Feb. 26
326—D.	2	James Travis.	" 21	" 28
609—Oct.	1	William T. Brown.	" 21	" 28
45—V.	1	George Pearson.	" 26	
28—T.	2	Francis Innes.	" 26	
164—O.	3	William T. Brown.	" 28	

The abbreviations O., D., Oct., V., and T., mean severally octavo, duodecimo, 18mo, 24mo, and 32mo.

A separate column may be added to the above, headed "Remarks," in which the librarian may enter an account of the condition of the books, etc., when returned.

## VI. The Curator.

The curator's catalogue should have three columns: the first containing the name or description of each article in charge; the second, how obtained; and the third, the mode of its acquisition, whether by purchase, donation, or exchange. If minerals, shells, or natural curiosities, another column is to be added for the original locality of the specimen.

## VII. The Committees.

The chairman of the committee of the whole, when the committee has risen, will say to the president of the main body, if it have concluded its business :

"Mr. President: The committee of the whole has, ac-

ording to order, gone through the business assigned to it, and asks leave to report.”

Leave being granted, he reports what has been done.

Or, not having concluded—

“The committee of the whole has, according to order, considered the business assigned to it, and made progress therein, but not having time to conclude the same, ask leave to sit again.”

Or, if rising from want of a quorum—

“The committee of the whole has, according to order, considered [*or proceeded to consider*] the business assigned to it, but has risen for want of a quorum.”

In putting the question for rising—

“It has been moved and seconded that this committee do now rise and report [*or report progress*]. So many as are in favor,” etc.

All written reports are headed after a similar form. If from a standing committee, thus :

“The committee on [*insert name of committee*] respectfully report ——.” And then let the report follow.

If a special committee—

“The committee to which was referred [*here state the special matter of reference*], have considered the same, and respectfully report,” etc.

And all reports conclude with :

“All of which is respectfully submitted.”

A minority report is headed :

“The undersigned, the minority of a committee to which was referred,” etc.

And concludes as in a majority report.

## P A R T V.

## RULES OF ORDER.

## I. Quorum.

1. A QUORUM is a sufficient number to legally transact business. A majority of the members of any association constitutes a natural quorum; but a smaller number is usually made a quorum, by a provision to that effect in the constitution or by-laws, through motives of convenience.

2. If there be a quorum present at the hour named for the meeting, or within thirty minutes thereafter, the presiding officer takes the chair, and calls the association to order; if not, he waits a reasonable time, and from the chair announces that no quorum is present. Thereupon no further business is in order, except to adjourn for want of a quorum. But it will be in order to call the roll of members, and to make endeavor to obtain the presence of enough to form a quorum.

3. During the transaction of business, should it be observed that no quorum is present, the chair may announce the fact, or any member may call for a count. If, on counting, it be found that there is no quorum, business is suspended until a quorum be found. If not to be had, the meeting must be adjourned.

4. If, on calling the ayes and noes, or on division, a quorum be not found, the vote is null, and at the next

meeting the unfinished business is in the exact state it was when the absence of a quorum was discovered.

## II. Call.

1. On a call of the body, each member rises as he is called, and answers to his name, and the absentees are noted. In a small body it is not necessary to rise.

## III. Minutes.

1. The presiding officer having taken the chair, and a quorum being present, the minutes are read. If there be any mistakes in the record, these are amended, and then the minutes are adopted. If, under circumstances requiring haste, or in the absence of the journal, the reading of the minutes be suspended, they may be either read and adopted at another stage of the proceedings, or at the next succeeding meeting. Nevertheless, the minutes being a record of facts, any error subsequently discovered may be amended at any time. This may be done by unanimous consent; or, if objections be made, then any member who voted in the affirmative on their adoption, can move a reconsideration of the motion to adopt. This last motion prevailing, the minutes are open to amendment; and after being amended, the motion on their adoption as amended is put.

2. The rule of record in ordinary associations is somewhat different from that in legislative bodies. The minutes of the former stand in lieu of the journals of the latter. The former never contain a question which is interrupted by a vote to adjourn, or to proceed to the order of the day; the latter always do. Even propositions withdrawn, or ruled out of order, may be entered, as so treated. The minutes are to be full and explicit,

and a true record of all that was done, but not of all that was said, unless the latter be necessary to the clear understanding of the business.

3. Proceedings in committee of the whole are, of course, not entered on the minutes—the entry merely that the committee rose and reported thus and so, and what was done thereon by the association.

#### IV. Presiding Officer.

In the absence of the president, or in case he declines, the vice-president takes the chair. If more than one vice-president, then they take it in their numerical order, unless the association, by vote, designate a particular one. If neither president nor vice-president be present, some member is called to act temporarily as chairman, on motion put by the mover thereof.

#### V. Recording Officer.

In the absence of the secretary, or, if more than one, in the absence of all, a temporary secretary must be appointed on motion.

#### VI. Arrangement of Business.

This, in associations, is usually provided for in the by-laws. If not otherwise provided for, it is as follows: 1. Reading the minutes; 2. Reports of standing committees; 3. Reports of special committees; 4. Special orders; 5. Unfinished business; 6. New business. The election of new members, unless otherwise ordered, is always in order; and the election of officers ranks as a special order; but an election of members is not in order while other business is pending, or while a member has the floor.

## VII. Orders.

There is only one case where a member has a right to insist on any thing, and that is where he calls for the execution of an existing order. No debate nor delay can be had on it; but where it is for an order of the day, fixing some particular business to be taken up, then the president, on call of a member, puts the question whether the association will proceed to the order of the day. If it is decided in the negative, that is, in effect, a reversal of the former order, and the association decides to proceed to other business.

## VIII. Committees.

1. Standing committees are appointed under the constitution or by-laws of the association, or by resolution, and sit permanently, while special committees are usually appointed by resolution to attend to some particular business, which being done, they are usually discharged.

2. The first-named person acts as chairman of any committee. It is true that the committee possesses the inherent power to choose its own chairman; but custom prevents this power from being used. Should a committee select some other than the first named as chairman, it would be considered a wanton insult.

3. It is always proper to place the mover of a successful motion on any committee arising through his resolution, and to name him first; but if the committee is upon an inquiry into his conduct, or where its deliberation concerns himself personally, or his manifest interest, the rule is not followed.

4. As near as they will apply, the rules of order of the main body govern the deliberations of committees.

5. A committee to whom a resolution or affirmative

proposition is committed should always have a majority of members, if they can be had, favorable to such resolution or proposition. "The child is not to be put to a nurse that cares not for it."

6. Unless otherwise ordered, the chair appoints all committees.

7. When there is a standing committee on any subject, any thing referring to such subject should be referred to that committee alone; but it may be given to a special committee, if the association think proper.

8. Standing committees require no order to report. They are always in session, and should report at every meeting, if only to report progress.

9. A committee cannot sit while the main body is in session, unless so ordered to do.

10. A majority of a committee must concur in a report; but the minority are never refused leave to bring in a counter report.

11. Sometimes a majority cannot be found, when the committee should report the fact of their disagreement, and ask leave to be discharged; they are then to be discharged, and either a new committee raised, or the subject to be brought before a committee of the whole, or before the main body.

12. Persons appointed upon a committee should join that committee so soon as they are notified of their appointment, unless they are excused. And it is the duty of the first-named member of the committee to call his fellows together as soon as possible.

## IX. Committee of the Whole.

1. If it be necessary to go into committee of the whole society, either for a general or specific purpose, it is done

by motion, when the chairman vacates the chair, and calls some member to it to act as chairman; though the committee of the whole, if it chooses, can select another chairman, like any other committee. This it never does.

The quorum of the committee is the same as that of the main body. If a quorum be found wanting, the committee has to rise, the regular chairman takes his seat, and the chairman of the committee informs him that the committee rises for want of a quorum. Then the usual course is taken in regard to the absence of a quorum.

2. If any communication be made to the main body while in committee of the whole, the committee cannot receive it. If its reception be necessary, the committee have to rise.

3. If there be confusion or disturbance in committee of the whole, the president may take the chair, declare the committee dissolved, and reduce the body to order. In that case it requires another motion for that committee to sit again.

4. A committee of the whole cannot adjourn, but it must rise. It cannot take the previous question, nor take the ayes and noes.

5. If the business before the committee of the whole be unfinished, it rises on motion, the regular presiding officer takes the chair, and the chairman of the committee reports that the committee of the whole have, according to order, considered the business assigned to them, and have made progress therein, but, not having time to conclude the same, ask leave to sit again. Leave is then granted on motion. If the subject be a special one, and it is concluded, the motion is that the committee rise and report proceedings; then, when the

president takes the chair, the chairman of the committee reports that the committee have gone through the business referred to them, and ask leave to report. Leave is then given to report then, or at some other time, either by motion, or, should there be no objection, on the call of some member.

6. In committee, members may speak oftener than once on the same subject, and are not confined strictly to the subject-matter. With these and the foregoing exceptions, the same rules of order govern the committee of the whole as govern the main body.

7. A motion to rise and report progress is in order at any stage of the business, and is to be decided without debate. When they have reported, they may be discharged on motion, which brings the matter laid before them directly before the association itself.

## X. Commitment.

1. If it be desired to refer a resolution, address, or other matter to a committee, it is done on motion. If to a special committee, the chair names the committee. Any member present may suggest one member on that committee, and if the main body do not object the chair will name him, since the silence of members in that case is equivalent to a direct appointment of that person by the association. But such a course is unusual, and generally improper.

2. Though the majority on a committee should be favorable to a measure, the minority may be of those who are opposed to it in some particulars. But those totally opposed to it should never be appointed; and if any one of that view be named, he should rise and state the fact, when the main body will excuse him from serving.

3. If it be a written matter which is referred, the secretary delivers it to the first named of the committee.

4. A committee meets when and where it pleases, unless the time and place is fixed for it. But it cannot act unless its members assemble together.

5. The committee cannot change the title or subject of the matter before them, but otherwise have full power over it.

6. If it be a written matter before it, if it originate with the committee, the writing must be considered paragraph by paragraph, and the question put on each. After each paragraph is approved or amended, it is then considered as a whole. If it has been referred, the committee only report the amendments they recommend separately; as they have no right to amend a paper belonging to the main body.

7. When the committee is through, some member moves that it rise, and report the matter to the main body, with or without amendments, as the case may be.

## XI. Reports of Committees.

The chairman of the committee, standing in his place, informs the association that the committee to which was intrusted such a matter, naming it, have directed him to report thereon, and moves that the report be received. The cry of "Receive!" or "Report!" or "Read it!" from any one, generally dispenses with the formality of a question. He then reads the report, whatever it may be, and delivers the written report to the secretary. Then it lies on the table until called up by a motion. The committee is dissolved, and can act no more unless reconstituted for the purpose by a vote.

## XII. Motions.

1. A motion is a proposition by two members; consequently, if not seconded, it is not to be entertained. This is different, however, in the case of an appeal, where the question may be put on the demand of one member.

2. A motion must be put in writing, if any member desires it, and read, when required for information. But if the demand for the reading be repeated, so as to show itself a mere pretext for delay, the association may order it to be read no more.

3. A motion for adjournment cannot be made while one member is speaking; because it is a breach of order for one to speak when another has the floor, except to a point of order; consequently, even a privileged motion cannot be entertained. And even on a call to order, decided against him, he must still be allowed to go on, provided he does not persist in the same violation of order in his remarks.

## XIII. Amendments.

1. An amendment takes the place of the question it is proposed to amend, and must be decided first. So an amendment to an amendment must be decided before the first amendment.

2. But amendments cannot be piled one on the other; that is, while you can amend an amendment, you cannot amend the second amendment.

3. For example: it is moved to give the thanks of the association for his kind gift of fifty volumes to the society. It is moved to amend by striking out the word "kind," and inserting "generous." This is an amendment. It is then moved to strike out the word "generous" and

insert that of "liberal." This is an amendment to the amendment. It is then proposed to strike out the word "liberal," and insert that of "munificent." This third amendment is out of order.

4. Nor can amendments be made to certain privileged questions. Thus, an amendment to a motion to adjourn, for the previous question, a call of the house, or to lay on the table.

5. But an amendment, though inconsistent with one previously adopted, is still in order. It is for the association alone to decide whether, by the passage of the second amendment, it will recede from its former action.

6. On an amendment being moved, a member who has spoken to the main question, may speak to the amendment.

7. If it be proposed to amend by leaving out certain words, it may be moved to amend the amendment by leaving out a part of the words of the amendment, which is equivalent to letting those words remain.

8. For example: the original words being, "Resolved, That we have heard with feelings of lively satisfaction that the authorities of our town propose to tax dogs, and approve their action," it is moved to amend by striking out the words "with feelings of lively satisfaction." If it be moved to amend the amendment, by striking out the words "with feelings of satisfaction," the question would be: Shall those words stand as part of the resolution? If carried, the word "lively" is struck out, and the rest remains. The question then recurs on the resolution as amended.

9. When it is proposed to amend by inserting a paragraph, or part of one, the friends of this should make it perfect by amendments; because if it be inserted it can-

not be amended, since it has been agreed to in that form. So if proposed to amend by striking out a paragraph; the friends of the paragraph should also make it as perfect, by amendments, as possible; for if the striking out be negatived, that is equivalent to agreeing to it in that form, and amendments are not admissible.

10. When it is moved to amend by striking out certain words and inserting others, the manner of stating the question is, first to read the whole passage to be amended, as it stands at present; then the words proposed to be struck out; next those to be inserted; and, lastly, the whole passage as it will be when amended. And the question, if desired, is then to be divided, and put first on striking out. If carried, it is next on inserting the words proposed. If that be lost, it may be moved to insert others.

11. A motion is made to amend by striking out certain words and inserting others in their place, which is negatived. Then it is moved to strike out the same words, and to insert others of a tenor entirely different from those first proposed, which is negatived. Then it is moved to strike out the same words and insert nothing, which is agreed to. All this is in order; because to strike out A and insert B, is one proposition. To strike out A and insert C, is another proposition. To strike out A and insert nothing, is another proposition. The rejection of either proposition does not preclude the offering of a new one. But a motion to strike out alone being voted down, is equivalent to voting that the words should stand, and amendments are not in order. Jefferson thinks that even if the question be divided, and taken first on the striking out, and that fails, amendments are in order, because the proposition is only half

put. There is force in this, and it seems to be the practice.

12. After the paragraph is amended, it nevertheless may be further amended by striking it entirely out.

#### XIV. Privileged Questions.

1. "When a question is under debate, no motion shall be received but to adjourn, to lay on the table, to postpone indefinitely, to postpone to a day certain, to commit, or to amend; which several motions shall have precedence in the order they stand arranged; and the motion to adjourn shall be always in order, and shall be decided without debate."

2. These privileged questions shall not only be entertained while the main question is pending, but will be put before it.

3. A motion to adjourn takes precedence of all others, because otherwise the body might be kept sitting against its will, and indefinitely. Yet even this question cannot be entertained after another question is actually put, and while members are voting upon it.

4. An order of the day—that is, a question which has previously been set down to be argued or determined on that day—takes place of all questions except adjournment. If, for instance, a matter be set down for 7 o'clock, then at that hour, although another question be before the body, a motion to proceed to take up the order of the day must be received by the chair.

5. These privileged questions sometimes conflict with each other, but are reconciled under known rules.

6. If the previous question be first moved, it is first put. This cuts off all the others. The society, having decided to take the question, must vote on it as it stands

—postponement, commitment, and amendment being out of order.

7. If postponement be carried, of course the question cannot be either committed, amended, nor the previous question be carried, for the subject is not before the body.

8. If committed, the same rules and reasons follow.

9. If amendment is first moved, the question on that must be determined before the previous question.

10. If amendment and postponement are proposed, the latter is put first. The reason is, that the amendment is not suppressed, but comes up again in its order whenever the main question is again considered.

11. If a motion for amendment be followed by one for commitment, the latter shall be put first.

12. The previous question cannot be put on the motion to postpone, commit, or amend the main question.

13. The motion for the previous question, or for commitment or amendment, cannot be postponed.

14. A motion made for reading papers relative to the question discussed must be put before the main question.

15. A motion made and seconded cannot be withdrawn without leave, though, if no member object, it is not necessary to put the question.

16. When different sums or dates are used in filling blanks, the question shall first be put on the largest sum and the longest time.

17. In commitment, the motions to commit are privileged in the following order: 1. Committee of the Whole; 2. Standing Committee; 3. Special Committee.

18. A motion to lay on the table must be put before either postponement, commitment, or amendment, although neither of these last can be laid on the table.

19. A postponement can be amended as to time, and

an amendment can be amended ; but if it be proposed to amend by inserting any thing, a motion to amend or perfect the matter proposed to be inserted must be put to a vote before the question to insert. The same rule follows in regard to striking out.

20. A question of privilege, such as a quarrel between members, or affecting the character of members, or the main body, must be disposed of before the original question be disposed of.

21. Questions on leave to withdraw motions, or appeals from the decision of the chair, have a precedence over the main question.

### XV. Previous Question.

1. When any question is before the association, any member may move that the main question be put ; and this is termed moving the previous question. If the question pass in the affirmative, the main question is put immediately, and no further debate is allowed upon the matter at issue.

2. This is frequently styled "the gag law," because its adoption cuts off all debate. When a subject in the judgment of the majority has been exhausted, or when personalities have been introduced, and disorders are threatened, it is a very proper and wise thing ; but it should not generally be brought to bear so long as members who desire to speak are unheard.

### XVI. Division of the Question.

1. A question which contains more parts than one may be divided, on the demand of a member, provided the main body concur. If the question contain parts which are evidently incompatible, the presiding officer

may divide them of his own will, unless the body deny him the power.

2. When a question is divided, after the question has been taken on the first member of it, the second member is still open to amendment and debate, unless the previous question be taken upon it.

### XVII. Coexisting Questions.

1. Occasionally there are two questions up at the same time—one primarily, and the other secondarily. Are both subject to debate?

2. When it has been moved to commit a question, the main question is debatable under that motion; but no amendment can be entertained, because the question of commitment will be first put.

### XVIII. Equivalent Questions.

Where questions are equivalent, so that the rejection of one is the affirming the other, that necessarily determines the latter. Thus, a vote against striking out is virtually the same as a vote to agree; a vote to reject, is equivalent to a vote to adopt; but, on a motion to strike out A and insert B, being decided in the negative, this does not preclude the motion to strike out A and insert C, these being separate questions.

### XIX. The Question.

1. The question is first to be put on the affirmative, and then on the negative side.

2. After the question has been put, debate upon it is out of order; but after the presiding officer has put the affirmative, any member who has not spoken before on the question, may speak before the negative be put, for it is not a full question until the negative be put.

3. But on trifling matters, such as leave to bring in reports of committees, withdrawing motions, reading papers, and such like, the consent of the main body will be supposed without the formality of a question, unless some one should object, for the absence of an objection in such cases testifies to unanimous consent.

## XX. Division.

1. The affirmative and negative voices having been heard upon a question, the presiding officer declares by the sound what is the result. If he have doubts as to the relative strength of the yeas and nays, or if any member demands it, before other business has been gone into, then a division is ordered.

2. The mode of dividing is for those in the affirmative to rise, when the presiding officer counts those up, and announces the number. These sit, and those in the negative arise, to be counted in like manner.

3. One-fifth of the members present may call for the yeas and nays, each member's name being called, and his answer entered by the secretary.

In case of any disorder during a division or calling of the yeas and nays, the presiding officer decides the question of order; and the decision is not the subject of appeal at this time, although it may be revised after the division or call is over. (See Rule XXXIII.)

## XXI. Reconsideration.

1. A question which has been decided either in the affirmative or the negative, may be reconsidered upon the motion of a member who has voted with the majority. But this motion for reconsideration will not be in order, unless made during the meeting whereat the question was decided.

2. The effect of the adoption of a motion to reconsider is to place the question in the position it occupied before the vote on its adoption or rejection was taken; consequently it is as open to amendment, postponement, commitment, or laying on the table, as it was at that time.

### XXII. Appeals.

1. An appeal from the decision of the chair is a matter of right, and brings under review and opens to debate the grounds of such decision.

2. The presiding officer, by usage and courtesy, has the right to assign his reasons for his decision before the question is put on the appeal.

3. The question on an appeal is, whether the decision of the presiding officer shall stand as the judgment of the body itself. If a majority vote in the affirmative, the decision stands; if not, it is reversed.

4. An appeal cannot be put on an appeal; that is, a second appeal cannot be entertained while the first remains undisposed of.

5. A mere opinion of the chair, drawn out by an interrogation on points of order, is not subject to an appeal. To be appealed from, it must be an actual decision on a question coming up legitimately in the progress of business.

### XXIII. Papers.

1. When papers have been laid before the main body, or referred to a committee, every member has a right to hear them once read at the secretary's table, before he can be compelled to vote on them.

2. But he has not a right, therefore, to have papers read independently of the will of a majority of his col-

leagnes. If the reading be demanded purely for information, and not for delay, and no one objects, the chairman will direct it to be done, without putting it to the question. But should any one object, the question must be put.

3. Nor can any member have a right, without a question first put, to have any thing read, which is not before the body.

4. Nor can a member have a right to read a paper in his place, not even his own speech, if it be objected to, without leave of the body. But this rule is not usually enforced, unless there be a gross or intentional abuse of the time and patience of the body.

#### XXIV. Communications.

When a communication addressed to the main body is presented, the question is to be put whether it shall be received. But a general cry of "Receive!" or, even if there be no objection, the silence of the body, is sufficient to dispense with the formality of the question. In that case, or in case the vote on its reception be in the affirmative, it is to be read, unless otherwise disposed of.

#### XXV. Things on the Table.

1. Matters which have been laid on the table can only be called up when the class of business to which they belong is in order.

2. If laid on the table by a motion, they can only be lifted from it by a motion. If laid there, under rules, as a matter of course, they can be called up by any member as a matter of right, when the business to which they belong is reached in its regular order.

3. But it is deemed discourteous, when the matter lies on the table, to call it up in the absence of the mover, or against his wishes, if present, provided it refers to a matter of local or private concern, in the mover's special charge; and provided, further, that it is not designed or calculated to delay final action on any measure or proposition before the body, or impede the progress of business.

### XXVI. Resolutions.

All resolutions must be committed to writing if demanded, and the name of the mover should be signed thereto.

### XXVII. Rights of Members.

1. It is the right of a member to have the question put on his motion, and a refusal to do this is a breach of order on the part of the chair.

2. It is the right of a member to insist on the execution of a standing order of the body.

3. And it is the right of a member, if he observe that a quorum is not present during the transaction of business, to call for a count.

### XXVIII. Trial of Members.

1. This is usually provided for by the by-laws. If it be not done, then the rule is to give the member due notice that at such a meeting such charges will be preferred against him, in order that he may know the nature of the charges made, and how to meet them.

2. He is to have witnesses examined in his defence, and reasonable delay in order to obtain them.

**XXIX. Order and Decorum.**

1. When the presiding officer takes the chair, every member is to be seated.

2. When any member means to speak, he is to stand up, uncovered, and to address himself—not to those around, or to any particular member—but to the presiding officer, who calls him by his name; or, better still, indicates him by his position, or otherwise, that the body may take notice who it is that speaks. But a member who is indisposed may be indulged to speak sitting.

3. When a member stands up to speak, no question is to be put; but he is to be heard, unless the body overrules him.

4. If two or more rise to speak nearly together, the chairman decides who was first up, and calls him by name or location; whereupon he proceeds, unless he voluntarily sits down, and gives way to the other. But if the chairman is not clear in his mind, or the body does not acquiesce in his decision, the question is to be put as to which was first up.

5. No man can speak more than once to the same question, not even though he change his opinion in the mean while, unless by unanimous consent.

6. But if he be the mover, proposer, or introducer of the question pending, he may close the debate; but only after every one desiring to speak on it shall have been heard.

7. Or he may be permitted to speak again, to clear a matter of fact; or merely to explain himself in some material part of his speech; or to the manner and words of the question, keeping himself to that only, and not travelling into the merits of it; or to the orders of the body, if they be transgressed, keeping within that line.

8. If the chairman rise to state a point of order, give information, or otherwise speak within his privilege, the member standing up must resume his seat, that the chairman may be first heard.

9. No one is to speak impertinently or beside the question, superfluously or tediously.

10. No person is to use indecent language against the proceedings of the body ; and no prior determination of which is to be reflected on by any member, unless he means to conclude with a motion to rescind it. While a proposition is under consideration, however, though it has been even reported by a committee, reflections upon it are not reflections upon the body itself.

11. No person, in speaking, is to mention a member then present by his name ; but to describe him by his seat, or as one who spoke last ; or on the other side of the question ; or in some other indirect way to identify him.

12. Nor is he to digress from the matter to fall upon the person ; nor to use even unmanly words against a member ; nor to arraign the motives of those who propose or advocate it. All such violations of order it is the duty of the chair to immediately suppress.

13. When a member shall be called to order by a member or the chair, he shall sit down until the point of order is decided. The member who makes the call shall state his point of order, and the question shall be decided by the chair, without debate ; subject, of course, to an appeal.

14. While the chair is putting a question, or addressing the body, none shall walk out of or across the room ; nor, in such case, nor while a member is speaking, shall entertain private discourse ; nor, while a mem-

ber is speaking, shall pass between him and the chair. Every member shall remain uncovered while the body is in session. No member, or other person, shall visit or remain near the secretary's table while the ayes and noes are being called, or the ballots counted.

15. No one is to disturb another in his speech by hissing, coughing, spitting, or rude exclamations ; nor stand up to interrupt him ; nor pass between the chair and the speaking member, nor go across the house while he is speaking ; nor walk up and down the floor ; nor take books or papers from the table, or write there. Nevertheless, if no attention is paid to what the member says, it is a piece of prudence for him to sit down, as the ill-manners of his colleagues are *prima facie* evidence that he is saying nothing worth the hearing.

16. If repeated calls do not produce order, the chair may call any member by name who obstinately persists in irregularity, whereupon the main body may require the member to sit down. He must be heard in exculpation, if it is intended to proceed further, and then withdraw to await the further action of his colleagues, who may pass a vote of censure upon him ; or, if he persist, may act in his case in the manner prescribed in the by-laws of the body.

17. Disorderly words are not to be noted until the member finishes his speech, unless they are manifestly personal, indecent, blasphemous, or reflecting upon the house. The offensive words are to be taken down by the member who objects, or by the secretary, at his request. If the chair thinks they are not disorderly, he directs them not to be taken down by the secretary, unless there be a general cry to the contrary. They are to be read, when taken down, to the member, who may deny them ;

in which case the body shall decide by vote whether they are his or not. If they are voted to be his, or if he acknowledge them, he must justify them satisfactorily, explain the use of them, or apologize. If the offended member still persists, and is not satisfied, the sense of the body may be taken, during which both members must withdraw. But when business has intervened, or any member spoken after the offensive words, they cannot be taken down.

18. Disorderly words spoken in committee must be written down, as in the main body; but the committee can only report them to the latter for its action.

19. Blasphemous or seditious words, or words reflecting on the religious belief of members, or on religion generally, are not in order.

20. No member can be present when any thing which concerns himself is debating, much less to vote upon it; nor is any member to speak to the merit of it until he withdraws. Nevertheless, he may be heard upon it, before he withdraws.

21. No member is to come into the place of meeting, or remain there with his head covered, nor put on his hat while there.

22. A question of order may be adjourned for a time, to look into precedents.

23. When a member is called to order, he shall sit down at once, unless permitted to explain. If the body be appealed to, it shall decide the question without debate; if there be no appeal, the decision of the chair shall be submitted to. If the decision be in favor of the member, he shall be allowed to proceed; if against him, he shall not proceed without the leave of the body; and the body may, if it think proper, proceed to censure him.

24. All decisions of the presiding officer are liable to be reversed, altered, or amended by the body.

### XXX. Adjournments and Recesses.

An adjournment is the closing of a session for the day, to be resumed on another day; on which day the regular routine of business is commenced anew, except when superseded by a special order.

A recess is a suspension of business from one hour of a day to another hour of the same day; at which hour business is taken up at the point where it was left, unless a special order takes its place.

A motion to adjourn cannot be amended, by adding the day and hour. It must be put simply that this body do now adjourn; and, if carried in the affirmative, it is adjourned to the next sitting day, or without day, as the case may be. But any special time of adjournment may be fixed by a previous resolution.

If a question be put for adjournment, it is no adjournment till so pronounced by the chair. And it is a breach of courtesy for a member to leave his place until the chair has pronounced on the question of adjournment.

### XXXI. Suspension of Rules.

By unanimous consent any rule of order may be suspended in part or whole; but the object of suspending the rule must be stated in the motion, and when that object has failed or been attained, the rule regains its former force.

### XXXII. Force of Words.

Throughout these rules, whenever the word "body" or "main body" has been used, it means the society, club, association, or other organized body to which the rules are made to apply.

### XXXIII. Tie-Vote.

Where a presiding officer is not chosen out of the body itself, as in the case of the Vice-President of the United States, the Lieutenant Governor of a State, or the Mayor of a city or town, who may preside over the Common Council, he has naturally no vote. The Constitution in the case of the two first, and the charter in case of the last, gives them the privilege of deciding in case of a tie, and they do not vote otherwise.

But in the case of the Speaker of Congress, or of a House of Assembly, or a State Senate choosing its own presiding officer, the Speaker or President votes like any other member, only it is customary for the clerk, in calling the roll, to call him by his title, and not by name. Hence in ordinary societies the presiding officer votes on all questions, and *must* vote if it be pressed, or be guilty of contempt of the main body, as in the case of any other member. The effect of a tie vote then is merely that the question before the body, not having a majority of votes, is lost.

## P A R T V I.

## OF WRITTEN BUSINESS.

BESIDES the usual records of deliberative or organized bodies, there are other matters of public business which require to be written. And as these are chiefly the formal opinions of parties, or the results of specific investigation, a particular attention to form is necessary. The principal matters to be committed to writing are resolutions and reports.

## I. Of Resolutions.

A written resolution is the formal record of opinion upon one or more subjects, expressed by a body of men. As in almost every species of written composition, the language should be simple, terse, and forcible. A very frequent fault of resolutions is their wordings.

A resolution may or may not be prefaced by a preamble. If it be so constructed, the preamble should set forth briefly the cause of the resolution which is to follow. This preamble is usually commenced with the word "Whereas."

After this comes the resolution, or resolutions—which commence with the word "Resolved."

A good resolution—one that is pithy and forcible—requires some care in its composition. Unless the writer be a very experienced one, he had better avoid all figures

of rhetoric, and confine himself to a plain statement of the opinion he wishes to convey.

As example is always useful, we will take a subject, and show the preferable form of a preamble and resolution upon it.

We will suppose that a party majority in the legislature passes a registry law, which is not approved by the opposite party, and a public meeting of members of the latter desire to condemn it. The following preamble and resolutions may be suggested :

“ *Whereas*, It is proper for the people, in their public assemblages, to express their views of the conduct of those in office, and to award to the latter their approval or censure ; and

“ *Whereas*, The late legislature of this State have passed an oppressive registry bill, odious in its principles, and burdensome in its details ; therefore,

“ *Resolved*, That the act referred to meets our unqualified disapproval and decided condemnation ; that we will spare no efforts to promote its abrogation ; and that we will vote for no candidate for senate or assembly who is not pledged to its speedy repeal.”

Now, the above is not more wordy than such resolutions usually are, yet it can be easily simplified.

It is unnecessary to aver that it is proper for the people to express their views on official conduct, “ in their public assemblages,” since it is their right to do that also in other places. The rest of the first paragraph is a mere repetition. And, finally, the whole is a matter generally admitted, and, therefore, not the subject of affirmation. The preamble had better begin with the second paragraph. But that contains useless words also. Any thing which is oppressive is apt to be odious in

its principles and burdensome in its details, and *vice versa*.

The resolution itself contains superfluous matter in its phrases—"decided condemnation" or "unqualified disapproval" should be stricken out, and the remainder of the paragraph condensed.

Again: the statements of the preamble may be as fully expressed in the body of the resolution itself, and may be properly omitted.

Following these hints, the resolution would read as follows:

"*Resolved*, That we are opposed to the present oppressive registry law, and that we will vote for no candidate for either house of the legislature who is not pledged to its speedy repeal."

With these remarks upon composition, we proceed to lay before the reader a series of resolutions upon various ordinary subjects, which may possibly afford him hints, or serve for the nucleus of others.

## II. Various Resolutions.

### RESOLUTIONS OF CONDOLENCE ON THE DEATH OF A MEMBER OF A FIRE COMPANY.

*Whereas*, It has seemed good to the Almighty Disposer of Events to remove from our midst our late worthy and esteemed fellow-member, James Perry; and

*Whereas*, The intimate relations long held by the deceased with the members of this company render it proper that we should place upon record our appreciation of his services as a fireman, and his merits as a man; therefore,

*Resolved*, That we deplore the loss of James Perry, with deep feelings of regret, softened only by the confident hope that his spirit is with those who, having fought the good fight here, are enjoying perfect happiness in a better world.

*Resolved*, That we tender to his afflicted relatives our sincere condolence, and our earnest sympathy in their affliction at the loss of one who was a good citizen, a devoted fireman, and an upright man.

*Resolved*, That the members of this company will attend our deceased member to the grave in a body ; that the engine-house be hung with the emblems of mourning until after the funeral ceremony shall have been performed, and that the hall of meeting be draped with black for thirty days.

*Resolved*, That a copy of the foregoing resolution, signed by the president, and certified by the secretary, be transmitted to the relatives of the deceased.

RESOLUTIONS OF THANKS TO THE OFFICERS OF A SHIP FOR  
THEIR CONDUCT DURING AN EMERGENCY.

*Resolved*, That the thanks of the passengers are hereby tendered to the captain and officers of the ship [*here insert name*], for the cool, dexterous, and efficient manner in which they performed the duties appertaining to each ; to the crew for their prompt obedience to orders, and to all concerned for their earnest endeavors to promote the safety of the passengers under their charge, during the perilous storm, from which, owing to the goodness of Providence, we have been safely delivered.

*Resolved*, That the foregoing resolutions, signed by the passengers, be transmitted to the owners of the ship,

and a copy be furnished to the public journals, with a request for their publication.

*[Resolutions of this kind should always be sent to the owners, the officers being merely their agents; but the resolutions themselves should be read to the master of the vessel by the president of the meeting, in presence of all, or a committee from the passengers.]*

RESOLUTIONS EMBRACING A REMONSTRANCE AGAINST A  
NUISANCE IN A CITY.

*Resolved*, That the continuance of the bone-boiling establishment of Messrs. [*insert name here*], in the midst of a densely populated neighborhood, is an intolerable nuisance, which is incompatible with the health and comfort of those who reside in its vicinity.

*Resolved*, That a committee of three be appointed by the chair, whose duty it shall be to apprise the proper authorities of the existence and nature of the nuisance; and in case such action shall not produce its abatement, then to employ counsel, and take such other legal steps as the case may require.

RESOLUTIONS OF INSTRUCTION TO MEMBERS OF THE LEGIS-  
LATURE.

*Whereas*, From the situation of this county [*or* "town," *or* "village"], the general road law of the State is partly inapplicable to us, and highly inefficient, and the circumstances of the case require a specific law, therefore

*Be it resolved*, by the people of [*insert name here*], in town meeting assembled, That the Senate and Representatives of this district in the legislature be, and hereby are, instructed to procure the passage of a law exempting this county [*or* "village," *or* "town," as the case may

be] from the action of the general road law, and placing the working and repair of the roads entirely under the control of the local authorities.

#### RESOLUTIONS OF THANKS TO THE OFFICERS OF A CONVENTION.

*Resolved*, That the thanks of this convention are hereby given to the president for the able, dignified, and impartial manner in which he has presided over its deliberations, and to the other officers for the satisfactory manner in which they have fulfilled the duties assigned to them.

*[On a resolution of this kind the question is always to be put by the member who makes the motion—it being personal to the presiding officer.]*

#### RESOLUTIONS AT A MEETING OF STOCKHOLDERS IN FAVOR OF A CERTAIN ROUTE.

*Resolved*, That the proposed horse railroad should be located upon the summit of the palisades, and not on the shore below, for these reasons:

1. The shore route is narrow, and being limited by the river on one side, and the steep palisades on the other, is incapable of the expanded population which may be expected on the space above, and is not likely to furnish those profits in the future which shall reimburse stockholders for the present outlay.

2. There is now a road being constructed from Hoboken to Union Hill, on the upper route. This will probably be extended to Bull's Ferry, and thus connecting with this line an unbroken communication will be secured between the upper terminus of our road and the ferry at Hoboken.

3. The slightly increased cost of grading in the upper

route is more than made up by the fact that the right of way in the lower route will cost a vast deal more.

*Resolved*, That, for the foregoing and other reasons, the directors be instructed to select the upper, and not the lower, route for the line of the proposed road.

### III. Of Reports.

A report is the written statement of a person having a particular matter in charge, of the acts officially performed, or of a committee concerning the results of an investigation or matter confided to their care. The usual heading and conclusion of reports of committees are given elsewhere. The matter of the report is regulated by the same rules as regards its style and nature, as govern resolutions. A few examples will serve, therefore, better than any particular directions, to give a model which may be improved on, by those unacquainted with this species of composition.

### IV. Various Reports.

#### REPORT OF A COMMITTEE INTRUSTED WITH A PARTICULAR RESOLUTION.

The undersigned, a committee to whom was referred the resolution offered by Mr. Johnson, in favor of an amendment to the constitution of the society, providing for the election of an additional recording secretary, beg leave to report :

That, on investigation of the facts of the case, it appears that the engagements of our present recording secretary prevent him from attending all of the meetings, without great loss and inconvenience to himself; but that, nevertheless, he has been present at all times to

fulfil his duties, in a satisfactory manner; and that it further appears that the labors of the secretary have been, at times, so arduous as to have required the assistance of another person, the expense of which has been defrayed by the secretary himself. As the society allows no compensation to its recording officer, it is proper it should put upon him no expenditure; and as it appears, from a conference on the subject with the party concerned, that with an additional secretary the duties appertaining to the office could be performed without serious inconvenience to either, your committee report back the resolution with a recommendation that it pass the society.

All of which is respectfully submitted,

SAMUEL L. MITCHELL.

WILLIAM BRANSON.

#### REPORT OF THE MINORITY OF THE PREVIOUS COMMITTEE.

The undersigned, the minority of a committee to which was referred the resolution offered by Mr. Johnson, proposing an amendment to the constitution of the society, providing for an additional recording secretary, beg leave to report:

That he is forced to dissent from the majority of the committee, for the reason that he believes the duties of the office to be such as can be discharged by one person, without inconvenience; and that, if they have proved a source of loss to the present incumbent, his proper course would be to resign the trust, and let it be assumed by some one as competent to fulfil it, but with whose business its duties will not injuriously interfere. He, therefore, recommends that the resolution do not pass.

All of which is respectfully submitted.

ANDREW FERRERS.

## REPORT OF THE TREASURER OF A BENEFICIAL ASSOCIATION.

The undersigned, treasurer of the Provident Beneficial Association of Peoria, begs leave to submit his annual report :

The balance in the treasurer's hands at the commencement of the present year, was thirty-one dollars. During the year, as will be seen by reference to the exhibit A, which is hereby appended, there has been received into the treasury, from all sources, five hundred and sixty-five (565) dollars and seventy-five (75) cents. During the same time the expenditures have amounted to two hundred and seventeen (217) dollars and ninety (90) cents, leaving a balance to the credit of the society, and subject to its order, of three hundred and forty-seven (347) dollars and eighty-five (85) cents.

All of which is respectfully submitted,

A. PEDDER, *Treasurer, P. B. A.*

## A.

DR. *Provident Beneficial Association, in account with A. Pedder, Treas., CR.*

1860.		1860.	
Dec. 31.	To Cash paid for aid to divers members,.....\$108 00	Jan. 1.	By balance on hand from last year's account, ...\$ 31 00
	To rent, paid J. Freeman 60 00	Dec. 31.	" Dues,..... 455 00
	" Stationery,..... 4 90		" Initiation fees,..... 78 00
	" Funeral expenses,.... 45 00		" Fines,..... 1 75
	\$217 90		
	Balance on hand,..... 347 85		
	\$565 75		\$565 75

The undersigned, a committee appointed for the purpose, have compared the foregoing account with the vouchers, and find it to be correct.

JAMES L. SMITH.  
K. Y. DATUR.

## REPORT OF A STANDING COMMITTEE ON LIBRARY.

The Committee on Library beg leave to submit the following report :

The present state of the library requires the early at

tention of the company, both in reference to the condition of its volumes, and the nature of many of the works.

Many of the books are in a dilapidated condition. Your committee is satisfied that the librarian has taken the utmost care of the books intrusted to his charge, and, with one exception, no book appears to have received rough handling; but from the inferior quality of the binding, and the flimsy nature of the paper, there are one hundred and nine volumes which require to be rebound immediately. There is one other in such condition [Fletcher's *History of Poland*], that it is worthy of no further expense, and your committee recommend that it be replaced. They also recommend that the volumes to be re-covered should be half bound in good calf, which, by the binder's estimate annexed and marked A, can be done for seventy-three dollars and fifty-two cents (\$73.52).

Of the twelve hundred and sixty-nine volumes of which the library is composed, six hundred and one are works of fiction—a proportion too great in itself, and more strikingly so, when it is considered that only ninety-four of these are the works of standard novelists. The department of works of reference is too small, and some of those most needed are lacking. The committee, therefore, recommend that no more works of fiction be purchased during the coming six months, but that the purchases be confined to the other departments. In connection with this, they recommend the purchase of the volumes on the list appended, and marked B, which will cost one hundred and seventeen dollars and forty cents (\$117.40).

The committee further report that additional shelving and a new blank book for catalogue will be required, at the cost of eighteen dollars (\$18.00).

The sum required for the above purposes, exclusive of the current purchases of the year to come, will amount to two hundred and eight dollars and ninety-two cents (\$208.92).

All of which is respectfully submitted,

J. R. RUSLING,  
A. N. THOMPSON, } *Committee on Library.*  
FRANCIS BRUCE, }

## A.

*Estimate for Binding 109 Volumes, as per Specimen.*

24 volumes	8vo, at 88 (half calf, marked edges)	.....	\$21 12
80 "	12mo, " 62	.....	49 60
5 "	18mo, " 56	.....	2 80
			<u>\$73 52</u>

BEATTY & STEVENSON,

*Binders.*

## B.

Worcester's Quarto Dictionary, Russia, .....	\$10 50
The Reason Why, series, 8 volumes, half calf, .....	12 80
Curtis's History of the Constitution, 2 volumes, half calf, .....	6 00
Cluskey's Political Text Book, .....	4 00
Appleton's Dictionary of Mechanics, 2 volumes, half morocco, .....	12 00
Ure's Dictionary of Arts, etc., 2 " half calf, .....	7 00
Iconographic Encyclopaedia, 6 " half morocco, .....	40 00
Banvard's Romance of American History, half calf, .....	1 25
Pope's La Plata, " .....	4 00
Dr. Livingston's South Africa, " .....	4 00
Dr. Barth's North and Central Africa, 3 volumes, " .....	10 50
Andersson's Lake Ngami, " .....	1 35
Atkinson's Siberia, " .....	4 00
<u>\$117 40</u>	

REPORT OF THE COMMITTEE ON SWINE OF AN AGRICULTURAL SOCIETY.

The committee to whom was referred the merits of divers members of the hog family, at the present exhibition, beg to report :

That, in pursuance of their duty, your committee proceeded to the quarter of the fair ground, assigned to the interesting objects of their inquiry; and, after having duly perambulated the styes, and gently poked the in-

mates in the ribs, measured the latitude of their flanks, and the longitude of their snouts, examined minutely their skins, and determined the precise geometrical curvature of their several tails, they have come to these conclusions :

1. That the hog is an animal whose compass of voice is by no means out of proportion to the magnitude of his frame ; but the prolongation of the vocal sounds indicates to the minds of your committee that the lungs of the animal are capacious, and his larynx of the most enduring nature.

2. That the fur of the hog, especially that on the ridge of the back, is of a stiff and elastic nature, totally unfitted to the production of hats, but is, nevertheless, a genuine fur and not wool. They have arrived to this conclusion, so different from that of other naturalists, because they observe by the feel that it will not be felt, and therefore is not a similar substance to the covering of sheep's backs and African craniums.

3. The Berkshire hog, exhibited by Mr. John Barton, seems to your committee to have the finest limbs, the smallest eyes, the bluntest snout, the kinkiest tail, and the greatest capacity for lard and laziness of the lot ; and your committee recommend that his owner receive the premium of ten dollars offered for the best Berkshire.

4. The Suffolk hog, exhibited by Andrew Doran, and that owned by Peter Van Schaick, are so nearly matched in reaction and function, that your committee were not able to decide as to their relative merits for a length of time. The judicial conflict was tremendous, and long continued. Now Van Schaick's hog was uppermost, then Doran's—Van Schaick rose at one moment, Doran the next—and for a long while victory was doubtful

between Doran and Van Schaick—the hogs we mean. At length, our chairman hit upon an expedient which we are assured is used in some localities by juries when engaged in doubtful murder cases, and is analogous somewhat to the ordeal by battle in the Middle Ages. First securing from his coadjutors a pledge of honor to abide the result, he placed the smallest coin of the confederacy so as to rest equal upon the side of the ultimate part of his forefinger and his thumb-nail, and naming Doran head, and Van Schaick tail, flirited the cabalistic coin in the air. It rose upwards, remained quiescent for an instant, and then sank to the ground. Ocular inspection showed us that head was up, and therefore, after being assured by the chairman that it was a fair flirt, we awarded the premium of five dollars for the best Suffolk to Doran's hog, to be paid to Doran's hog's owner. At the same time we think that the Van Schaick hog is entitled to a certificate of honorable mention.

5. The next parties to be decided on were those of the female persuasion, who laid claim to being the properest candidates for the honors of maternity. After weighing the relative merits of three competitors, and the competitors themselves, we unanimously awarded the premium to that owned by Peter Van Schaick, which we not only pronounced the fattest and laziest, but in every respect the greatest sow we ever saw.

6. The premium of three dollars for the best unnamed pig of less than one year old was given to an animal exhibited by William C. Adams. He is a pig of much promise, and though apparently a relation of the great land-pike family, by his mother's side, bids fair to emulate the inactivity and corpulence of his paternal progenitor.

Your committee cannot close this report without referring, with sentiments of just pride, to the enthusiastic reception they met with at the throats of their four-legged friends. From the time of their arrival until their departure the styes were in an uproar of delight; and after leaving, they discovered that the hospitable swine had generously loaded them with numerous black and active-like insects, that modestly hid themselves under the inner garments of the committee, and only made themselves known through the sense of feeling.

All of which is respectfully submitted,

J. VAN DERVEERE,	} <i>Committee.</i>
JOHN BRENNAN.	
SAM'L MITCHELL,	

## V. Of Petitions.

Petitions are memorials of the wishes of a party below addressed to one above, and may either pray for a thing or against it. In the last case they are called *remonstrances*. The persons usually approached in this way in the United States, are the President, the Congress, or the Governor or Legislature of the several States. Occasionally, too, the courts receive petitions on other than strictly legal business, as, for instance, the granting of tavern licenses—but these last do not come within our scope.

A petition always commences with the direction. If to the President, it merely gives his name and title, as "To Abraham Lincoln, Esq., President of the United States;" but should never, as is sometimes done, prefix the term "Excellency," which is not the title of the President, nor that of the Governor of any State, except in

Massachusetts. When to Congress or a legislature, the petition commences with the legal name, that is, "To the Legislature," or "To the General Assembly," as the case may be.

The address is followed by the announcement, as—

"The petition of the undersigned, citizens of the county of Henrico, State of Virginia, respectfully sheweth, That,"—and then goes on to recite the favor desired, or the grievance to be redressed, in a brief and pointed manner.

The petition concludes with the set phrase:

"And your petitioners will ever pray," etc.

This, in an address to the President or Governor, should be omitted.

## VI. Specimens of Petitions.

### 1. PETITION FOR THE PARDON OF A CONVICT.

To Edwin D. Morgan, Esq., Governor of the State of New York:

The petition of the undersigned, citizens of New York, respectfully represents:

That on the fifth of November, 1856, John Jones, of the City of New York, was convicted, before the Court of Oyer and Terminer in said city, of the crime of manslaughter, and sentenced therefor to the State prison at Sing Sing, where he now remains, for the term of ten years and six months; that the evidence upon which he was convicted, as will be seen by the summary appended, was not altogether conclusive; that previous to that time the said Jones had maintained the reputation of being a peaceable and upright man; and that his conduct while in prison, according to the letter of the warden, filed herewith, has been most exemplary. The said

Jones has a family who need his support, and under the impression that the well-being of society will not be injured by his enlargement, and that the ends of justice, under the circumstances of the case, have been sufficiently answered, respectfully implore the executive clemency in his behalf.

And your petitioners will ever pray, etc.

## 2. REMONSTRANCE AGAINST THE PASSAGE OF A LAW

To the General Assembly of the State of Pennsylvania.

The petition of the undersigned, citizens of the village of Port Kennedy, respectfully sets forth, That they have learned that a bill is now before the two Houses of Assembly, for the purpose of erecting the town aforesaid into a corporate borough, and, believing such a measure to be unnecessary and injurious, and against the will of the inhabitants in the limits of the proposed borough, respectfully, but energetically, remonstrate against its passage by your honorable body.

And your petitioners, as in duty bound, will ever pray, etc.

## PART VII.

## FORMS AND POINTS OF ORDER.

To show by example most of the points of order likely to arise at the ordinary session of the usual organized associations, and the form of reports submitted, and the action thereon, we present the following report, in semi-dramatic form, of the proceedings of

## THE WASHINGTON COUNTY HISTORICAL SOCIETY.

SCENE.—*The Meeting-Room of the Society. Present: JAMES CARHART, President; WILLIAM N. CARTER, Secretary; the other officers, except the Corresponding Secretary, and members, making eighteen in all. Clock strikes eight, and the President takes the Chair.*

PRESIDENT. The Society will come to order. The Secretary will call the roll. (*Secretary calls the roll, and the members present answer.*)

SECRETARY. Present: Messrs. Benton, Bruce, Burns, Mr. President, Carter, Garnett, Harriott, Ireton, Lewis, M'Mahon, Neuhart, Saunders, J. N. Smith, G. Smith, Turney, Thompson, Wallace and Zeilin—eighteen members.

PRES. A quorum present. The Secretary will read the minutes of the last meeting. (*Secretary reads the minutes*)

PRES. You have heard the minutes read. What order do you take on them?

MR. BENTON. I move they be adopted.

MR. J. N. SMITH. Mr. President—

PRES. The gentleman on my right.

MR. J. N. S. I observe an error in the minutes which I desire to be corrected. On the vote for the resolution appointing a committee to consider and report on the various proposed amendments to the Constitution, I am recorded in the affirmative. It is not a matter of moment, and would make no difference in the result, but it is proper to have the minutes right.

SEC. Mr. President.

PRES. Mr. Secretary.

SEC. I certainly understood the gentleman to say "Aye," and he made no objection when I read distinctly the lists of those voting, with his own among the ayes.

MR. J. N. S. Now, look here, Bill Carter; do you mean to say I don't know how I voted?

PRES. The gentleman is out of order. He must address the Chair, and he must not call a member by name.

MR. J. N. S. I really beg your pardon, Mr. President. The remark was impulsive, and I meant no disrespect to the Chair, or to the Secretary either. But I am positive as to my vote, and I move that the minutes be corrected accordingly.

PRES. If there be no objection—

MR. LEWIS. Mr. President, I rise to a point of order.

PRES. The gentleman will state his point of order.

MR. L. The motion of the gentleman has not been seconded.

PRES. A strict construction of the rules requires a motion which is the proposition of two, to be seconded. But courtesy always presumes in bodies either legislative or governed by legislative rules, that some one has seconded every motion, unless it be manifestly improper. So highly do I esteem the right of a member to be heard, that, if objections be made, the Chairman would willingly leave his place and

second the motion of any member from the floor, if needed. But the objection is not pertinent. Every member has a right to have his acts in this body correctly recorded, and the proposition is therefore a question of privilege. The Chair rules that the point of order is not well taken.

MR. L. I appeal from the decision of the Chair.

MEMBERS. "Oh! come now, Lewis!" "Dry up!"

PRES. Members will take their seats and preserve quiet. These interruptions are disorderly. The Chair has decided that the motion of a member to correct the minutes in a matter personal to himself is a matter of privilege, and must be entertained as a proposition for the consideration of the Society. The member overruled appeals. The question is: "Shall the decision of the Chair stand?" So many as are in favor will say "Aye!" (*ayes respond.*) Contrary, "No!" (*noes respond.*) The ayes appear to have it—the ayes have it—the decision of the Chair is sustained.

MR. L. Division!

PRES. A division is called for. Members will be seated. Those in the affirmative will rise, and remain standing until counted. (*members rise.*) Eleven in the affirmative. Members will be seated. Those in the negative will rise. (*members rise.*) Three up. The decision of the Chair—

MR. L. Mr. President, I call for the yeas and nays.

PRES. The yeas and nays are demanded. Is the call sustained? (*members rise.*) Four up. The call is sustained. As his name is called, each member will vote yea or nay. The question is: "Shall the decision of the Chair be sustained?" Mr. Secretary, call the roll. (*Secretary calls the roll and notes the votes.*)

MR. BENTON. Absentees!

SEC. Harriott—

MR. HARRIOTT. No.

SEC. J. N. Smith, Zeilin—

MR. ZEILIN. Ay!

SEC. Affirmative: Messrs. Benton, Bruce, Carter, Garnett, M'Mahon, G. Smith, Saunders, Turney, Wallace, Zeilin—ten. Negative: Harriott, Ireton, Lewis, Neuhart, Thompson, Barns—six.

PRES. (*taking the list.*) Ten in the affirmative, and six in the negative. The decision of the Chair is sustained. If there be no objection—and the Chair hears none—the minutes will be corrected. Any farther amendments?

MR. BENTON. Mr. President, I renew my motion.

PRES. The question is on the approval of the minutes as amended. Are you ready for the question? So many as are in favor of the motion will say "Aye!" Contrary, "No!" Carried. The minutes stand approved. The first business in order is Annual Reports of Officers. Treasurer.

MR. GARNETT. Mr. President, I have—

PRES. The gentleman will rise when he addresses the Chair.

MR. G. (*rising.*) I have here the report for the past year, which I send to the Secretary. (*messenger takes report to Secretary's desk.*)

SEC. (*reads.*)

*To the President of the Washington County Historical Society.*

SIR: The undersigned, Treasurer of the W. C. H. Society, respectfully begs leave to report:

That, by the statement in duplicate annexed, it will be seen that the sum received by him officially during the past year amounted to one hundred and ninety dollars and eighty cents, including five dollars and eighty cents balance on hand at the close of the last annual report. Of this, one hundred and fifty dollars was received as dues from members, thirty dollars as initiation fees, and fifteen dollars as a special donation. The expenditures, for taxes, cleaning, light, fuel, library, museum and messenger, amounted to

one hundred and thirteen dollars and seventy cents, leaving a balance on hand of seventy-seven dollars and ten cents. All of which is respectfully submitted.

JAMES M. GARNETT, *Treasurer.*

W. C. H. SOCIETY in acc. with J. M. GARNETT, *Treasurer.*

<i>Dr.</i>	<i>Cr.</i>
1877. June 29. Paid L. Kean, Collector for Taxes.....\$ 33 50	1877. June 1. Cash on hand.... 5 80
July 9. Bought Kerosene and Wicks..... 1 20	June 29. By Cash for Dues.\$130 00
Aug. 4. Paid Messenger... 1 50	“ 30. “ “ 20 00
“ “ “ Bill for B'ks. 52 00	Aug. 10. Initiation Fee.... 10 00
Oct. 9. “ Messenger . 1 00	Sept. 12. “ .... 10 00
“ 15. “ For Shelving and Cases..... 9 00	Dec. 19. Donation, Mr. Carhart..... 15 00
Oct. 15. Fuel..... 4 00	\$190 80
1878. Jan. 4. Paid Messenger... 1 50	
April 3. “ Mrs. Brown, Cleaning..... 6 00	
May 25. Paid Messenger.. 2 00	
“ “ For Kerosene.... 2 00	
113 70	
May 26. To balance on hand 77 10	
\$190 80	

E. E.

JAMES M. GARNETT, *Treasurer.*

The undersigned, Auditing Committee of the Washington County Historical Society, have examined the above account, and compared it with the vouchers exhibited, and found it to be correct. *(Signed, in duplicate),*

S. S. BARNS,  
W. N. CARTER,  
FRANCIS IRETON.

PRES. What order do you take on the report? If there be no objections—and the Chair hears none—it will be accepted and placed on file. It is so ordered. Librarian.

MR. BURNS. Mr. President, the Secretary has a report of mine.

PRES. Let it be read

SEC. (*reads.*)

*To the President of the W. C. H. Society.*

SIR: I have the honor to submit my annual report. The number of volumes now in the library under my charge are five hundred and ninety-eight—twenty-four folio, including four atlases; sixteen quarto, five hundred and thirty-six octavo, twenty-one duodecimo, and one 24mo. The number of MSS. is one hundred and nine—ninety-six contained in two of the octavo bound volumes, and the remainder in a locked portfolio. The additions to the library during the year have been twenty octavo volumes and one quarto, at the cost of fifty-two dollars. The library is very much deficient in its most essential requisite—*i. e.*, local history. There is an opportunity of curing this defect somewhat, by the purchase of a portion of the library of a former President, the late Dr. Joy, which can be had at a reasonable price. I strongly urge action in the matter.

The Librarian keeps the books in his custody at his own house. While he is always pleased to receive the visits of members, who desire to borrow or examine, he submits respectfully whether it would not be proper—the permanence of the Society seeming to be assured—to take measures to secure proper quarters for the books in a room open, under proper regulations, to strangers as well as members. The propriety of erecting a suitable hall is worthy of consideration.

All of which is respectfully submitted.

S. S. BARNES, *Librarian.*

MR. SAUNDERS. Mr. President, I move that the report be received, and referred to the Committee on Finance, with instructions to report on that portion concerning the erection of a hall.

MR. TURNEY. Mr. President—

PRES. The gentleman on the extreme left.

MR. TURNEY. May I ask where the money is to come from to build a hall?

MR. SAUN. That, Mr. President, is just what I wish the Finance Committee to find out.

PRES. It has been moved to receive the report, and that it be referred to the Committee on Finance. These are two diverse propositions, and unless objection be made, the Chair will divide them. The first question is, "Shall the report be received?"

MEMBERS. Receive!

PRES. No objection being made, it is so ordered. The next question is of commitment.

MR. Z. I rise for information, Mr. President. Does not a question of commitment take precedence?

PRES. Till the report had been received, it was not in the possession of the Society. The Society has heard the motion to commit. Are you ready for the question?

MR. BRUCE. Does this empower the Committee to build a hall?

PRES. No; merely to consider the matter, and report their views. Are you ready for the question? So many as are in favor will say "Aye!" Contrary, "No!" Carried. Mr. Curator.

MR. BRUCE. Mr. President, I beg leave to present my report, which is on the table of the Secretary.

SEC. (*reads.*)

*To the President of the W. C. H. Society.*

SIR: I beg leave to report that there has been an addition of twenty-one objects of interest to the museum during the past year—nine coins, eleven Indian implements and weapons, including two handsome celts found in the county,

and the remainder specimens of minerals. The additional cases and shelves purchased during the year are by no means full, and no further expenditure is recommended. The number of objects of curiosity and interest now in the museum, are two thousand, seven hundred and nineteen. Of those, over three hundred are duplicates. These last might be exchanged advantageously, and I request power from the Society to use them in order to increase the museum.

All of which is respectfully submitted.

WM. V. BRUCE, *Curator.*

PRES. If no objections are made, the report will be received and placed on file.

MR. BRUCE. Mr. President.

PRES. Mr. Curator.

MR. BRUCE. What about the power I have asked for?

PRES. The Committee on the Museum have that matter in their hands, and can authorize you to make any exchanges they and you may deem to be judicious and proper. The next business in order is Reports of Standing Committees. Are any ready to report? (*short pause.*) Reports of Special Committees. Committee on Revision of the Constitution?

MR. Z. The Committee beg leave—

PRES. The gentleman will please to rise, and address the Chair.

MR. Z. (*rising.*) Mr. President, the committee to whom was referred the proposed revision of the Constitution report progress, and ask leave to sit again.

PRES. The Committee verbally report progress, and ask leave. What order do the Society take on the report?

MEMBERS. Leave.

PRES. The report is accepted, and the Committee continued. Any other special committees, Mr. Secretary?

SEC. No, sir.

PRES. The next business is Special Orders. The only special order is the annual election for officers. Will the Society proceed to the order of the day?

MR. L. I call for the special order.

PRES. If no objections are made, we will proceed. By the Constitution, the Society will name two tellers. Whom does the House choose?

MR. G. SMITH. Mr. Lewis.

MR. L. I ask to be excused.

PRES. The gentleman named asks to be excused. Any objections? The gentleman is excused by unanimous consent. Any others named?

MR. G. S. Mr. Ireton.

MR. M'MAHER. Mr. Turney.

PRES. Any others? (*a pause.*) You have heard the names. Shall these gentlemen act as your tellers? So many as are in the affirmative will say "Aye!" Contrary, "No!" The ayes have it. Mr. Harriott, be kind enough to take the Chair. (*leaves the Chair, which is taken by MR. HARRIOTT.*)

CHAIRMAN. Nominations are in order.

MR. G. S. I nominate Mr. Lewis as President.

MR. Z. I nominate Mr. Carhart.

CHAIRMAN. Any farther nominations?

MR. G. S. I nominate the present officers for re-election—namely: Vice-President, Arthur Saunders; Recording Secretary, William Carter; Corresponding Secretary, Dr. Samuel Markham; Treasurer, James M. Garnett; Curator, Wm. V. Bruce; Librarian, S. S. Burns.

CHAIRMAN. Any farther nominations?

MR. G. S. Mr. Chairman, the Constitution provides that where there is no opposition to any nomination, the vote be taken by voice. I move that the gentlemen last named be the officers for the ensuing year.

CHAIRMAN. You have heard the motion. So many as are in favor will say "Aye!" Contrary, "No!" The motion is carried, and the gentlemen named are duly chosen for the ensuing year. The tellers will take their seats and receive the votes of members. (*The tellers, provided with a ballot-box, take their seats at a table. The members present their tickets individually, and as each votes, his name is written down and called off, and his ticket deposited in the box.*)

CHAIRMAN. Have all the members voted? (*a pause.*) The election is closed. The tellers will count the votes, and report to the Chair. (*The tellers open the box. One teller takes out a ticket, opens it, reads the name aloud, and hands it to the other teller, who verifies it, and records it by a stroke opposite the name on his list after writing its number on the back of the ticket. When the tickets have all been opened, the tellers report.*)

For President, James Carhart has ten votes, Andrew Lewis has six votes, and Blank one.

CHAIRMAN. James Carhart, having received a majority of all the votes cast, is duly elected President for the ensuing year. (*Chairman descends, and the President resumes the chair.*)

PRES. Gentlemen, as the term of office does not end until the close of this month, I reserve my thanks for this proof of your confidence until the next meeting. The next thing in order is unfinished business. What have we, Mr. Secretary?

SEC. A resolution in regard to the new diploma.

PRES. That was laid on the table, I think.

MR. M'M. Faith, then, Mr. President, I move to take it up and get rid of it.

PRES. It is moved that Resolution No.—

SEC. One.

PRES. No. One be taken from the table. The Secretary will read it.

SEC. (*reads.*)

“*Resolved*, That the new form of diploma, as engraved, be approved, and that the Secretary be directed to have one hundred copies printed on parchment for the use of members, and that the President be directed to draw an order on the Treasurer for the amount required to defray the expense.”

PRES. The resolution is open to amendment.

MR. IRETON. Mr. President, I think that printing on parchment is a needless expense. An institution of some note and distinction may do that; but a local body should be content with plainer material. I move to amend by striking out the word “parchment,” and inserting “paper.”

MR. G. S. Mr. President, so far as the parchment goes, I am of the opinion of the gentleman; but I prefer to have our diploma look creditably, and I move to amend the amendment by inserting the word “vellum” before the word “paper.”

MR. TURNEY. I move to amend the amendment by striking out “vellum,” and inserting “stout printing.”

PRES. The gentleman is out of order. The amendment to an amendment cannot be amended. Read the resolution as it stands. (*The Secretary does so.*) Now, the resolution as amended. (*Secretary reads.*) Now the resolution with the amendment as amended. (*It is read.*) The question now recurs on the amendment to the amendment.

MR. TURNEY. Mr. President.

PRES. The gentleman has the floor.

MR. TURNEY. If I be in a measure debarred of a choice from anything but two things, I shall take the best, and so vote against the amendment to the amendment. Good plain writing paper will answer our purpose as well as parchment or vellum paper; and we have not such a full treasury that we can afford to be extravagant. The Treas-

urer's report shows that we have a balance to our credit of only ninety dollars and ten cents, and of this, thirty will be needed for the new cases required by the Curator. That leaves us, in round numbers, only sixty dollars. It will cost at least a hundred dollars to print a hundred copies—

MR. NEUHART. If de gentleman will permission give—

MR. TURNEY. Well, with pleasure.

MR. NEUHART. *Herr Praesident*, de cost is over-estimate. It is not to be so much more as forty cent by each copy, *und* it is not of necessity more than fifty copy to print.

MR. TURNEY. Even then, Mr. President, that would be twenty dollars, when three or four dollars would get the thing on paper.

MR. LEWIS. Mr. President, the gentleman forgets that at the next meeting the annual dues come in. There are thirty-two members, and that makes one hundred and sixty dollars more in the treasury.

MR. TURNEY. Mr. President, the present gentleman does *not* forget that interesting fact. But he remembers also that we have the taxes on this building, which we pay by agreement in lieu of rent; the cost of lights and fuel, and to obtain, if possible, the addition to our library which the Librarian suggests in his report. It is with no spirit of meanness that I suggest retrenchment. It is merely ordinary prudence. I don't like this last amendment either. It is neither one thing nor the other. I move to lay it on the table.

CRIES OF MEMBERS. That's it! lay it on the table.

PRES. It is moved to lay the amendment on the table. So many as are in favor of the motion will say, "Aye!" Contrary, "No!" The motion is carried.

MR. IRETON. And now, Mr. President, I hope we shall take the vote on my amendment.

PRES. What is the proposition of the gentleman?

MR. IRETON. A square vote, Mr. President, on the matter before the Society.

PRES. There is nothing before the Society. The amendment to the amendment being laid on the table, carries with it the amendment and the original resolution.

MR. TURNEY. Mr. President, I didn't suppose I was hanging up the matter to dry in that way.

PRES. That is the effect of the vote.

MR. IRETON. But surely we can reach it, if the Society wishes it.

MR. BURNS. Mr. President, I rise to a point of order.

PRES. The gentleman will state his point of order.

MR. BURNS. The point, sir, is this, that a motion to lay upon the table, once adopted, cannot be reconsidered.

PRES. It has been so held. A motion to reconsider is in order whenever a body desires to remedy what it may deem to be hasty action. Some motions cannot be reconsidered, not through an arbitrary rule, but from the nature of the case—an adjournment, for instance. A motion to adjourn cannot be reconsidered because, the body having once adjourned, is no longer in session, and not being in session, can determine no motion. But there is a rule well understood, which is to take the direct way to do a thing when there are two modes. It is unfinished business which is in order, and the resolution can be taken from the table by a motion. If so taken, it is before the body. If not taken, the body has expressed its will not to consider it. Under such a state of affairs a motion for reconsideration is not in order.

MR. TURNEY, AND }  
MR. BURNS. } Mr. President.

PRES. Mr. Turney.

MR. TURNEY. I move that the resolution be taken from the table.

MEMBERS. Take it up!

PRES. Any objection? The Chair hears none. It is so ordered. The matter is now before the Society again, exactly as it stood before the motion to lay on the table prevailed. What is the farther pleasure of the Society?

MR. BURNS. Mr. President, I think this matter had better lay over awhile, and let members think over it. We ought to consult with the absent members, even though I am aware they should have been here at an annual election about a matter that somewhat affects our credit. There is no pressing need of haste, and I move to postpone the consideration of the resolution until our next meeting.

MR. SAUN. Mr. President, we had better postpone it until the meeting after. The next brings our annual supper, and we shall have a little internal improvement to discuss.

MR. BURNS. Mr. President, I withdraw my motion, if no objections be made, and substitute a motion to postpone until the stated meeting in June.

MEMBERS. Question!

PRES. Are you ready for the question? It is moved to postpone the business before the Society to the stated meeting in June. So many as are in favor will say, "Aye!" Contrary, "No!" Carried.

MR. TURNEY. Mr. President, a committee would do it better. I move to recommit the matter. The committee can ascertain the feeling more surely. What is everybody's business, is nobody's business.

PRES. Having been postponed, the question cannot be committed. It is not in the possession of the Society. Besides, we are not competent to do business. A natural quorum of this society is seventeen, and as three members have gone out, there are only fifteen present.

MR. TURNEY. We can find them, Mr. President, and bring them in.

SEC. Mr. President, you forget that, two meetings ago, an

amendment was adopted to the Constitution, making an artificial quorum of ten.

PRES. I remember the proposition, but not its adoption. Hand me the Constitution.

SEC. It is not engrossed there; but it is on the minutes.

PRES. Let me see them.

SEC. This is the new minute book, and they close out the old one, which is not here. They were adopted, and then all further amendments were given to a special committee.

PRES. My impression is the other way, and in the absence of official information, I decide this Society to be without a quorum, and no business but adjournment is in order.

MR. BURNS. Mr. President, the Secretary is right, and our quorum is full. I am under the necessity of appealing from the decision of the Chair. Am I in order?

PRES. It is a peculiar question. An appeal is a matter of right, but if the facts turn out as I think they will, an action without a quorum will be void. The members present must take the responsibility. Shall the decision of the Chair stand? Those in favor will say, "Aye!" Contrary, "No!" The Chair is unable to determine by the sound. Those in favor will rise, and remain standing until counted: one, two, three—it is not necessary to take the negative. The decision of the Chair is reversed.

MR. M'MAHON. And here, Mr. President, come the missing members, like late boys at a frolic. (*A roar of laughter greets the returned sheep.*)

PRES. Order, gentlemen! The Society will be seated. Any more unfinished business? New business is next in order.

MR. TURNEY. I have to propose the name of Dr. John Littell, for membership.

PRES. The nomination is referred to the Committee on Membership, under the rules.

MR. LEWIS. }  
 MR. J. N. SMITH. } Mr. President.

PRES. The gentlemen will take their seats. The Chair had turned its head away to cough, when they rose, and the house will have to decide who is entitled to the floor. Was Mr. J. N. Smith first up? Those in the affirmative will say, "Aye!" Contrary, "No!" The noes appear to have it—the noes have it. As there are but two contestants, and the Society have decided that one was not up, the other necessarily has the floor.

MR. L. I am about to make a motion which I hope will have the unanimous support of this Society. You all remember our first President, the late Reverend Mr. Joy, and still deplore his loss. You all know how much he was interested in the study of the history of this County, and of this State. Some of the ablest papers in the archives of the Society are from his pen—it is not an affront to any one here to say—the ablest. During his life, he accumulated a number of curious and rare books and papers referring to the early history of this County, among them autograph letters of some of the early settlers, that throw much light on most questions concerning the settlement of the place. His widow has these. She is in very straitened circumstances. She asks no charity; but she cannot afford to give these books and manuscripts away, and offers them for a hundred and fifty dollars. They are worth, in my judgment, a deal more. We should buy them by all means. I move that the Committee on the Library be instructed to negotiate with Mrs. Joy for the purchase of the books and manuscripts of the late Rev. Mr. Joy, referring to our local history, and I send the resolution to the Secretary's desk.

PRES. The Secretary will read the resolution. (*The Secretary reads the resolution.*)

MR. TURNEY. Here is a very heavy expenditure, and re-

quires some caution. I move that the resolution be referred to the Committee on Finance, with instructions to report on its expediency at the next meeting.

MR. L. Mr. President, I object to the commitment, and hope that it will not prevail. We all know the value of the volumes in question—every member knows they are richly worth three hundred dollars. The present price is a virtual gift by the widow of half their value. She can obtain more than she asks by sending them to the State Capitol, where the State Society would take them at once. The only hesitation I feel is at the smallness of the amount. I am willing to aid the Society in the matter. I have not much means, but I will subscribe ten dollars towards a special fund for the purpose, and if each member will do half as much, there need be no drain on the Society treasury. But the books and papers are needs—they are not parchment diplomas, nor costly anniversary suppers, and they should be supplied while we have the power.

MR. Z. I move to amend the resolution by—

PRES. The gentleman is out of order. No motion for amendment can be entertained until the motion for commitment is disposed of.

MR. SAUN. Mr. President, every one knows the merit of this question, for this matter has been talked of among members for a week or more, and it is getting late. I call for the previous question.

PRES. Shall the main question be now put?

MR. Z. Gag-law.

PRES. The gentleman is decidedly out of order, and will take his seat.

MR. Z. Mr. President, I say that is gag-law, to choke off debate.

PRES. Order! It is disorderly to use words like that. Does the gentleman appeal from the decision of the Chair?

(*a pause.*) Shall the main question be now put? So many as are in favor of the motion will say, "Aye!" Contrary, "No!"

MR. Z. Yeas and nays.

PRES. Is the call for the yeas and nays sustained? Only three members up. It is not sustained. The question occurs on the original motion.

MR. BRUCE. I ask that it be read.

MR. Z. I object.

MEMBERS. Let us hear it again?

MR. Z. I withdraw the objection.

PRES. The Secretary will read the resolution. (*Secretary reads the resolution.*)

PRES. The question is on the adoption of the resolution. So many as are in favor will, when their names are called, answer, "Aye!" those of the contrary opinion, "No."

MR. BRUCE. Have the yeas and nays been ordered, Mr. President?

PRES. On a resolution requiring the expenditure of money, the yeas and nays are always to be taken by a provision of our Constitution. Mr. Secretary, call the roll. (*Secretary calls the roll and notes the result.*)

SEC. Affirmative, Messrs. Barns, Benton, Bruce, Burns, Carter, Garnett, Harriott, Ireton, Lewis, M'Mahon, Neuhart, J. N. Smith, Thompson and Wallace—fourteen. Negative, Messrs. Turney and Zeilin—two.

MR. L. Absentees.

SEC. Mr. President.

PRES. Aye.

SEC. Mr. Saunders.

MR. SAUN. No.

SEC. Mr. G. Smith.

MR. G. S. Aye.

SEC. Affirmative, Messrs. Barns, Benton, Bruce, Burns, Carter, Garnett, Harriott, Ireton, Lewis, M'Mahon, Neuhart, J.N.

Smith, G. Smith, Thompson and Wallace—sixteen; and negative, Messrs. Saunders, Turney and Zeilin—three.

PRES. A resolution appropriating money requires a majority of the whole Society, seventeen votes. There being but sixteen votes in the affirmative, the resolution is lost.

MR. SAUN. And now I move a reconsideration.

MR. L. And I move to lay that motion on the table.

MR. BRUCE. What is the effect of the last resolution if successful? Does it not kill the matter?

PRES. In Congress it would. Here we follow the rules of our State Legislature, where a different practice prevails. If successful, the subject can be taken up at any time. The question is on the motion to lay on the table. So many as are in favor will say, "Aye!" Contrary, "No!" Carried.

MR. BRUCE. I offer the following resolution. (*Secretary reads resolution.*)

"*Resolved*, that when we adjourn, we adjourn to this night, one week, at seven and a half o'clock."

MR. BRUCE. It is my intention, Mr. President, to get a full meeting on that night, and take this matter from the table.

MR. TURNEY. I move to amend by striking out the word "when" after the word "*resolved*," and the words following the first word "adjourn," and inserting the word "now" after the word "we." The resolution will then read—"Resolved, That we now adjourn."

PRES. The Society has heard the question. So many as are in favor will say, "Aye!" Contrary, "No!" The noes appear to have it—the noes have it. It is lost.

MR. TURNEY. I move that we strike out the words "when we adjourn," following the word "that," and all the words following the second word "adjourn."

MEMBERS. Out of order!

MR. BURNS. Mr. President, I rise to a point of information. Is not this the same question over again?

PRES. It is a separate and distinct proposition. The first was to strike out and insert. This is to strike out merely. The question is, "Shall these words stand?" So many as are in favor will say, "Aye!" Contrary, "No!" The noes appear to have it—the noes have it ; it is lost.

MEMBERS. Question.

PRES. There is no question before the Society. The rejection of the amendment by striking out was tantamount to endorsing it as it stands, and the resolution has been adopted.

MR. L. I move we adjourn.

PRES. It is moved that we now adjourn. Those in favor will say, "Aye!" Contrary, "No!" Carried. This meeting stands adjourned until this night, one week, at seven and a half o'clock.

## PART VIII.

## RECAPITULATION OF CERTAIN POINTS.

In order to impress certain points more strongly on the mind, we present in a condensed form the rules in regard to matters likely to confuse the reader.

## I. MOTIONS IN ORDER DURING DEBATE.

These in their order of precedence are :

1. To adjourn.
2. To lay on the table.
3. To postpone indefinitely.
4. To postpone to a day certain.
5. To commit.
6. To amend.

As to their conflict, consult Section XIV. of Part V.

## II. MOTIONS IN THEIR ORDER OF PRECEDENCE.

1. To fix time [and place, if desired] of adjournment.
2. To adjourn.
3. For the order of the day.
4. To lay on the table.
5. For the previous question.
6. To postpone indefinitely.
7. To postpone to a time certain.
8. To commit.
9. To amend.

### III. MOTIONS IN ORDER WHEN A MEMBER HAS THE FLOOR.

1. Call to order.
2. Appeal from decision of the Chair.
3. Objection to considering a question.

[Not in order if debate have already begun on the subject.]

4. That the question be discussed.
5. For the order of the day.

### IV. MOTIONS OPENING MAIN QUESTION TO DEBATE.

1. To strike out enacting clause of bill, or ordinance, [of course, not applicable in private Societies, and used in State or Municipal Legislatures when it is desirable to force the fight on the measure at the second reading.]

2. To commit the question.
3. To refer.
4. To postpone indefinitely.
5. To reconsider a debatable question.

### V. SUCCESSFUL MOTIONS THAT CAN NOT BE RECONSIDERED.

1. Adjournment.
2. To take from the table.
3. To reconsider.
4. That the committee rise.
5. To suspend the rules.

### VI. MATTERS NOT SUBJECT TO AMENDMENT.

1. Motion to adjourn.
2. Amendment to an amendment.
3. An appeal from the decision of the Chair.
4. A call to order.
5. Motion for leave to continue speaking after having been pronounced out of order.
6. Motion to lay on the table.

7. Objection to the consideration of a question.
8. Motion for the order of the day.
9. Motion to indefinitely postpone.
10. Call for the previous question.
11. Motion to reconsider.
12. Motion that the Committee rise.
13. Motion that a question be discussed.
14. Motion to suspend the rules.
15. Motion to take from the table.
16. Motion to take up a question out of the proper order.
17. Motion for leave to withdraw a motion.

#### VII. NON-DEBATABLE MATTERS.

1. A motion to adjourn. But a motion to fix the time to which the Society shall adjourn, when it does adjourn, is debatable.

2. An appeal from the decision of the Chair, when as a question of decorum in debate, or to the priority of business. And no appeal can be made the subject of debate while the previous question is pending.

3. A call to order is not debatable.

4. Motion to extend the limit of debate.

5. Motion to have leave to continue speaking after having been pronounced out of order.

6. Motion to lay on the table.

7. Motion to limit debate.

8. Objection to the consideration of a question proposed.

9. Motion for the order of the day.

10. Motion for the previous question.

11. Questions in regard to priority of business.

12. Call for the reading of papers.

13. To reconsider an undebatable question.

14. Motion that the committee rise.

15. Motion to allow the question to be discussed.

16. Motion to suspend the rules.
17. Motion to take from the table.
18. Motion to take up a question out of proper order.
19. Leave to withdraw a motion.

#### VIII. FORMS OF PUTTING CERTAIN QUESTIONS.

In putting the question on an appeal, the Chair does not ask if the decision of the Chair be overruled, but—“*Shall the decision of the Chair be sustained?*” or, “*Shall the decision of the Chair stand?*” If there be a tie vote, the decision of the Chair is overruled, because of the lack of a majority.

In putting the question on striking out certain words, it is put—“*Shall these words [naming them] stand as part of the resolution?*” If there be a tie vote, they are struck out, because a majority have not pronounced in their favor.

On a demand for the order of the day, the question is put—“*Will the Society [council, club, whatever it is] now proceed to the order [or orders] of the day?*”

On a demand for the Previous Question, the form is—“*Shall the Main Question be now put?*”

On an objection to the consideration of a question, if made at the time of the introduction of the subject, the form is—“*Shall the question be considered?*”

On putting the yeas and nays—“*As many as are in favor of the motion [or resolutions] will when their names are called answer, Aye. Those of the contrary opinion, No. Mr. Secretary, call the roll.*”

On a call for the yeas and nays—“*As many as are in favor of calling the yeas and nays, will, when their names are called, say, Aye. Mr. Secretary, call the roll.*” When the requisite number have answered the Secretary suspends calling, reports result to Chair, who says—[naming the number,] “*In the affirmative. The yeas and nays are ordered.*” Or, if there be no objection, he may say—“*Those in favor of calling the yeas*

*and nays, will rise and remain standing till counted."* He then counts them audibly, and announces the number and result. But if any member cries "vote!" or otherwise dissents, the roll must be called for the ayes only.

### IX. TWO-THIRDS VOTE.

There is no such thing naturally as the necessity of a two-thirds vote. By the rules of order, a majority suffices to order the previous question, to limit the time of speeches, to limit the debate—which last is virtually ordering the previous question at a fixed hour—or to consider a question when objected to; while to suspend the rules, or amend them, or to make a special order, or to move for the discussion of a non-debatable question, or to take up a question out of its order—the three last amounting to a suspension of the rules—requires unanimous consent.

But while this is the practice in legislative bodies, in ordinary organizations, where celerity in the dispatch of business is not of great importance, where the previous question is looked upon as a device to prevent the minority from expressing an opinion, and where a suspension of the rules is more frequently necessary, the following special rule is sometimes adopted:

It shall require a two-thirds vote of the members present at any meeting to call the previous question, to limit debate, to fix a specified hour for closing debate, to consider a question when objected to on its introduction, to make a special order, to suspend, or to amend the rules, to order the discussion of a subject non-debatable under the rules, or to take up a question out of its order.

This may be placed in the Constitution or by-laws of the Society, when it will become paramount law, to which the rules of order opposed to it must yield.

The safest mode, however, will be found to adhere to the parliamentary rules.

## X. MATTER-OF-COURSE QUESTIONS.

To expedite business, that to which no one objects, when stated by the Chair, is considered ordered. Thus, the reception of a report, calling for division, reception of communication, withdrawal of a motion before the house, leave to continue speech in order after being pronounced out of order, etc., are permitted without a vote, if no objection be made. So in making a motion, which strictly (when not a question of order, an objection to the consideration of a question, or a call for the order of the day) requires to be seconded, it is always taken for granted that it has been, unless some one should violate courtesy so far as to inquire. In that case, it must be seconded, or it falls to the ground.

It is considered unfair to insist upon the seconding of a motion, because it violates the natural right of a member to get a proposition in good faith before the house ; but, if his motion be made for dilatory purposes, or to annoy and weary out the majority, or be in effect, though not in shape, offensive to the house, it is eminently proper that he should have at least one member to back him in his attempt ; and it is no discourtesy to cut off his discourtesy by demanding the seconder.

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